

# Catholic High School Student/Parent Handbook

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**2024-2025**



**Approved By**

Diocese of Lafayette  
Louisiana State Board of Education

**Accredited By**

Cognia/Southern Association of Colleges and Schools

**Member Of**

National Catholic Educational Association  
Association for Supervision and Curriculum Development  
National Association of Secondary School Principals  
Louisiana High School Athletic Association  
Citizens for Educational Choice  
Louisiana Association of Principals

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[www.geauxbigred.com](http://www.geauxbigred.com)

## Foreword

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The regulations and other provisions outlined in this Student/Parent Handbook are a material condition of the contractual agreement between Catholic High School and each student and parent in the school. In developing rules and policies for Catholic High School, the Administration has tried to anticipate as many situations as possible. But as new and unusual situations may arise, the Principal will have the authority to use his discretion in whatever circumstances the handbook rules do not precisely apply. Therefore, realizing that not everything can be covered in the handbook, the Principal reserves the right to also interpret any rule in the handbook or to make a judgment on any situation that might not be covered in this handbook. The Principal and Administration of Catholic High School reserve the right to amend this handbook for a cause that, in their judgment, is just. If changes are made, all parents will be sent prompt notification. In this handbook, wherever the term “parent(s)” is used, parent(s) or guardian(s) is implied.

## Parent Cooperation Statement

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An integral part of the educational philosophy of Catholic High School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students.

As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct that thwarts the orderly Administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community.

While Catholic High School encourages the constructive exchange of ideas, feedback, and suggestions intended to foster the continued growth and improvement of the school, Catholic High School is ultimately responsible for the orderly Administration and operation of the school, including the policies and procedures implemented to achieve the school’s goals. Catholic High School reserves the right to terminate the enrollment of any student(s) if it is determined by the school’s Administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged by conversations/pictures on social media or in the public which are destructive to the school and the reputation of the school or its employees or (2) that the parents/guardians have failed to provide the support, assistance, and example necessary for the religious and secular education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations, and policies as outlined in the school handbook may result in termination of the student’s enrollment from the school.

# Table of Contents

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|                                     |          |
|-------------------------------------|----------|
| <b>Foreword</b>                     | <b>2</b> |
| <b>Parent Cooperation Statement</b> | <b>2</b> |
| <b>Table of Contents</b>            | <b>3</b> |
| Contacts                            | 8        |
| History                             | 8        |
| School Crest                        | 9        |
| Mission, Vision, and Beliefs        | 9        |
| Mission Statement                   | 9        |
| Vision                              | 9        |
| Belief Statements                   | 9        |
| School Prayer                       | 10       |
| Alma Mater                          | 10       |
| Fight Song                          | 11       |
| Admissions and Withdrawals          | 11       |
| Admissions                          | 11       |
| Withdrawals                         | 12       |
| Academic Information                | 12       |
| Grade Scale                         | 12       |
| Grading System                      | 13       |
| Final Average Calculation           | 13       |
| Exams                               | 13       |
| Final Exam Exemption                | 13       |
| Homework                            | 14       |
| Grade Reporting                     | 14       |
| Family Portal                       | 14       |
| Failures                            | 14       |
| Grades 4-8:                         | 14       |
| Grades 9-12:                        | 15       |
| Honor Roll                          | 15       |
| Lettering                           | 15       |
| Literary Rally                      | 16       |
| Make Up Testing                     | 16       |
| Academic Success                    | 16       |
| Guidance and Counseling             | 17       |
| Graduation Policies                 | 18       |
| Graduation Credits                  | 18       |
| French Immersion Credit             | 19       |

|   |    |
|---|----|
| Home School Credit                                      | 19 |
| Withdrawal Credit                                       | 19 |
| Supplemental Credit                                     | 19 |
| High School Program of Study                            | 20 |
| Honors Courses  | 20 |
| Graduation Awards                                       | 21 |
| TOPS  | 21 |
| ACT Testing   | 21 |
| College Credit Courses                                  | 21 |
| Attendance Information                                  | 22 |
| Process Regarding Absences                              | 22 |
| Educational or Athletic Absence                         | 23 |
| College Visit Policy                                    | 23 |
| Retreat Absence Policy:                                 | 24 |
| Important Regulations Regarding Absences                | 24 |
| Leaving School During the Day                           | 24 |
| Check out – Anticipated                                 | 25 |
| Check out - Unanticipated                               | 25 |
| Tardiness   | 25 |
| Skipping Class  | 25 |
| Conduct   | 26 |
| Academic Integrity                                      | 26 |
| Consequences of Academic Dishonesty:                    | 27 |
| Consequences of Academic Dishonesty on a Semester Exam: | 27 |
| Bullying  | 28 |
| Cell Phones   | 28 |
| Conduct Grades  | 29 |
| Corporal Punishment                                     | 29 |
| Dismissed from Class                                    | 29 |
| Food or Drink   | 29 |
| Harmful Substances, Objects, and Firearms               | 30 |
| Identification Card (ID)                                | 31 |
| Language and Gestures                                   | 31 |
| Leaving Class   | 31 |
| Personal Conduct  | 31 |
| Student Leaders   | 31 |
| General Guidelines                                      | 31 |
| Resolving Conflict                                      | 32 |
| Safety and Surveillance                                 | 32 |
| Stealing and Vandalism                                  | 33 |

|  |    |
|--|----|
| Discipline Policy  | 33 |
| Detentions   | 33 |
| Level I Detentions (previously known as application detention) | 33 |
| Level II Detentions (previously known as conduct detention)    | 33 |
| Suspensions  | 34 |
| Probation/Behavior Contract                                    | 35 |
| Expulsion  | 35 |
| Expulsion Procedures   | 35 |
| Drug Testing and Controlled Substances Policy                  | 36 |
| Rationale  | 36 |
| Selection  | 36 |
| Testing Procedures   | 37 |
| Notification   | 37 |
| Consequences   | 37 |
| Uniform Guidelines   | 37 |
| General Uniform Guidelines                                     | 38 |
| Daily Uniform Regulations                                      | 39 |
| GIRLS  | 39 |
| BOYS   | 39 |
| Dress Uniform Regulations                                      | 40 |
| GIRLS  | 40 |
| BOYS   | 40 |
| Outerwear  | 41 |
| Extreme Cold Weather   | 41 |
| Out-of-Uniform Pass  | 41 |
| Special Dress Days   | 41 |
| Pay-to-Dress, Free Dress, Theme Dress Guidelines               | 42 |
| P.E. Uniforms  | 42 |
| Tattoos and Body-Piercing                                      | 42 |
| General Policies   | 42 |
| Asbestos   | 42 |
| Athletic Eligibility   | 42 |
| Automobiles and Parking  | 43 |
| Cafeteria  | 44 |
| Calls and Emergencies  | 44 |
| Conduct on Buses   | 44 |
| Copies   | 45 |
| Crisis Plan  | 45 |
| Dances and Socials   | 45 |
| Attendance   | 45 |

|  |    |
|--|----|
| Dress Guidelines and Procedures                  | 46 |
| Electronic Devices                               | 46 |
| E-mail Addresses for Faculty and Staff           | 46 |
| Emergency Drills                                 | 46 |
| Field Trips                                      | 46 |
| Forgery  | 46 |
| Forms and Permission Slips                       | 47 |
| Fundraising, Collection, Solicitation, and Sales | 47 |
| Grievances                                       | 47 |
| Insurance  | 47 |
| Library  | 47 |
| Library Circulation                              | 48 |
| Conduct in the Library                           | 48 |
| Library Fines and Penalties                      | 48 |
| Lockers  | 48 |
| Lost and Found                                   | 49 |
| Medicine   | 49 |
| Participation in School-Sponsored Activities     | 49 |
| Political Involvement                            | 49 |
| Posters and Printed Material                     | 50 |
| Religious Activities and School Conflicts        | 50 |
| School Restrooms and Locker Rooms                | 50 |
| School Grounds and Facilities                    | 51 |
| School-Sponsored Trips                           | 51 |
| Sexual Identity Policy - Diocese of Lafayette    | 51 |
| Spiritual Growth and LaSallian Service           | 52 |
| Student Demographic Information                  | 52 |
| Student Search                                   | 52 |
| Textbooks  | 52 |
| Transportation                                   | 53 |
| Tuition Collection Policy                        | 53 |
| Tryouts and Elections                            | 54 |
| Unwed Pregnancies                                | 54 |
| Visitors and Deliveries                          | 54 |
| Internet Safety Policy                           | 56 |
| Purpose  | 56 |
| Access to Inappropriate Information              | 56 |
| Inappropriate Network Usage                      | 56 |
| Supervision and Monitoring                       | 56 |
| Definitions                                      | 57 |

|   |    |
|---|----|
| Student Responsible Use Agreement (RUA) | 58 |
| Purpose and Introduction                | 58 |
| Disclaimers                             | 58 |
| Technologies Covered                    | 59 |
| Usage Policies                          | 59 |
| Web Access                              | 59 |
| Unacceptable Uses of Technology         | 60 |
| Cyberbullying                           | 61 |
| Consequences for Misuse of Technology   | 61 |
| Google Apps Student Accounts            | 62 |
| Wearable Technology                     | 62 |
| Definitions                             | 63 |
| Chromebook Programs                     | 64 |
| Grades 4-8 (Lower School)               | 64 |
| Grades 9-12 (High School)               | 64 |
| Management                              | 64 |

## Contacts

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Phones will generally be answered between 7:30 a.m. and 3:15 p.m. on school days. Voicemail will be activated on weekends and during holidays. Please be aware that the phones are especially busy between 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. **Emails sent first thing in the morning, especially regarding attendance, are preferred.**

|                   |              |                    |              |
|-------------------|--------------|--------------------|--------------|
| School Office     | 337.256.5400 | Development Office | 337.364.1253 |
| School Fax        | 337.364.5041 | Development Fax    | 337.376.6931 |
| Dean of Students  | 337.256.5650 | Guidance Office    | 337.256.5735 |
| Athletic Director | 337.256.5265 | Guidance Fax       | 337.376.6930 |

Please check our websites, [chspanthers.com](http://chspanthers.com) and [geauxbigred.com](http://geauxbigred.com) for answers to your questions.

## History

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Catholic High, New Iberia celebrated 100 years in 2018, continuing a long and distinguished history of Catholic education in Iberia Parish. This tradition began in 1870 with the opening of Mount Carmel Academy for girls by the Sisters of Our Lady of Mount Carmel. In 1918 the Christian Brothers opened St. Peter's College on East Main Street in order to educate young men of the area. 1918 also saw the establishment of the Diocese of Lafayette and the founding of St. Edward School by the Sisters of the Blessed Sacrament. By 1957, SPC had outgrown its facility, and the school was moved to its present 60-acre location. The move outside the church parish boundary prompted a name change to Catholic High School.

In the fall of 1971, St. Edward School became the primary feeder school for both Catholic High School and Mt. Carmel Academy. Catholic High School enrolled its first female students in 1987. In the spring of 1988, Mt. Carmel Academy closed its doors, and Catholic High School became the sole Catholic high school for the Iberia Deanery. The end of the 1994-1995 school year marked the end of Christian Brothers as Administration and faculty members and the beginning of lay leadership.

Growth continued as the school validated its vision through curriculum refinement, school-community relations, and site enhancement. Major renovation and expansion projects in 1992 and 2003 added central air conditioning, science laboratories, new classrooms and offices, and improvements to the school's athletic facilities. The Cheryl Courrege Burguieres Memorial Library, new cafeteria, school chapel, and Matt Gymnasium were added in 2008 and 2016.

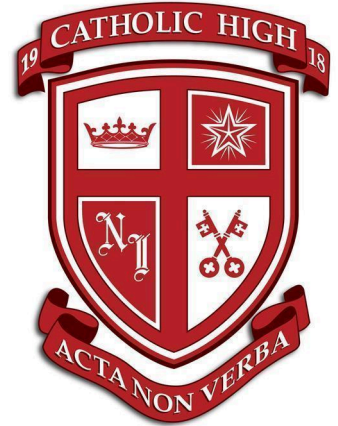
Beyond structural growth the school has made great strides in the use of twenty-first century tools and innovative teaching techniques through technology grant acquisition, continued professional development, and a commitment to improvement. By developing, updating, and implementing a curriculum that is rigorous and relevant as well as need and data driven, Catholic High provides a strong college-preparatory program. Traditions established many years ago provide a strong foundation for continued growth and future success.



## School Crest

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Although the school crest has had many modifications, the current version celebrates all of Catholic High School's history. The year 1918 displayed on both ends of the top banner marks the year St. Peter's College was founded. The shield is divided into four quadrants by a cross, the core of all Christian symbols and a testament to the school's adherence to Catholic values and traditions. In the bottom right quadrant, the keys of St. Peter represent St. Peter's College. The upper right quadrant bears the star of faith of the Christian Brothers, signifying the faith the school seeks to foster in its students. The five-pointed crown in the upper left quadrant represents the Sisters of Mount Carmel and their devotion to Mary. The crown can also be found on the Mt. Carmel crest. The "NI" in the lower left quadrant stands for New Iberia and the rich history of our city. The Catholic High School motto is displayed at the bottom of the crest. Acta Non Verba, which means "Actions Not Words," which is the motto of the first St. Peter's College graduating class in 1922.



## Mission, Vision, and Beliefs

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### Mission Statement

Catholic High, New Iberia ... dedicated to the development of 4th-12th grade students through academic excellence and Christ-centered values rooted in caring discipline, compassion, and zeal.

### Vision

Success for all learners is the vision of Catholic High, New Iberia. We seek to inspire our students to become confident, self-directed, life-long learners who keep Christ at the center of their words and actions.

### Belief Statements

1. The Catholic Church provides the foundation of faith and truth.
2. As a child of God, every person is a valued individual.
3. The school must provide a safe, caring, family-oriented environment.
4. All students have the ability and the need to learn.
5. Students must be provided with engaging, challenging, and diverse learning opportunities.
6. Common goals and shared values, which honor the traditions of the Christian Brothers and the Sisters of Our Lady of Mount Carmel, are a part of our culture, community, and success.
7. A zealous commitment to continuous improvement is imperative.

## School Prayer

O God, we, your children, remember that we are always in Your holy presence  
and rejoice in the promise that You watch over us.

Help us to become confident, self-directed, lifelong learners  
who keep Christ at the center of our words and actions.

Guided by the wisdom and traditions of the Christian Brothers and the Carmelite Sisters,  
may, we, the members of the Catholic High School family,  
always work and pray to be a community that reflects  
the love, justice, and peace of Your Kingdom.

Our Lady of Mt. Carmel, **R.** Pray for us.

St. John Baptist de La Salle, **R.** Pray for us.

Live, Jesus, in our hearts, **R.** Forever!

## Alma Mater

Hail, Hail, Alma Mater

Hail to Catholic High!

We'll hold your banner high and bright,

A shield of red and white,

We'll fight to keep your honor bright,

And never shall we fail, Hail to thee our Alma Mater! Hail! Hail! Hail!

We'll wear your crest upon our chest, Forever CHS!

## **Fight Song**

We are loyal C-H-S We're loyal and true;

Though the odds are great or small,

We'll still be cheering you;

Go Big Red!

Fight you Panthers for the glory

Of our dear name; Fight on for Catholic,

Come on Panthers, win this game.

C-H-S

We are loyal C-H-S We're loyal and true;

Though the odds are great or small,

We'll still be cheering you;

Go Big Red!

Fight you Panthers for the glory

Of our dear name; Fight on for Catholic,

Come on Panthers, win this game.

C-H-S Fight! C-H-S Fight! C-H-S Fight!

## **Admissions and Withdrawals**

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*Catholic High School makes no discrimination on the basis of race, religion, or gender in the administration of education policies, application of admission, extracurricular and athletic programs.*

### **Admissions**

Catholic High School maintains an open admissions policy. Applications are accepted year-round through our school website. Registration begins in January for returning students and applications for new students are also reviewed at this time. Interviews for new applicants are conducted by the Admissions Committee. All academic, disciplinary and attendance records are carefully reviewed to determine placement and potential for success. Catholic High School institutes a college preparatory curriculum and has graduation requirements which exceed the minimum requirements of the State of Louisiana. All

inquiries regarding admission to Catholic High School should be directed to the Enrollment Manager at 337.256-5383 or email to [admissions@chspanthers.com](mailto:admissions@chspanthers.com).

## Withdrawals

Parents wishing to withdraw their child after completing an enrollment contract should make the request through the Enrollment Manager to initiate the withdrawal process. In the best interest of the child, every effort will be made by Catholic High School to resolve the problems or conflicts which may have precipitated the request. If the withdrawal is pursued, the Enrollment Manager will provide direction as to the formal process. This process will take a minimum of two full school days after all outstanding balances or debts are cleared. Records will be withheld until tuition and fees have been cleared. Detailed tuition and fee policies can be found on page 53.

## Academic Information

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Catholic High provides a challenging, up-to-date, college preparatory curriculum for all grades, giving students a strong academic foundation and essential skills for today’s changing world. Academic excellence is assured through rigorous courses, technology integration, cross-curricular activities, and teacher professional development. Course grades are composed of varied assessments deemed appropriate by classroom teachers as outlined in their classroom management plans.

## Grade Scale

| On-level/College-Prep Level Classes<br>(grades 4-12) |               | Honors (grades 6-12) |               | Advanced Placement (AP)<br>and Dual Enrollment (DE) |               |
|--|---------------|----------------------|---------------|---|---------------|
| Letter Grade   | Numeric Grade | Letter Grade         | Numeric Grade | Letter Grade  | Numeric Grade |
| A  | 100- 94       | A                    | 100-93        | A   | 100-90        |
| B  | 93-87         | B                    | 92-84         | B   | 89-80         |
| C  | 86-77         | C                    | 83-76         | C   | 79-70         |
| D  | 76-70         | D                    | 75-70         | D   | 69-60         |
| F  | 69-0          | F                    | 69-0          | F   | 59-0          |

## Grading System

The scholastic year is divided into four grading periods (or quarters) for all grade levels. Additionally, two-semester exam grades are calculated as part of the semester average for grades 6-12.

- In grades 6-8, each quarter is worth 45% of the semester average. Each exam is worth 10% of the semester average.
- NOTE: The 8th grade Algebra I Advanced class follows the policy for 9-12 grade averages as listed below.
- Grades 9-12: For students in college-prep and honors courses, each quarter is worth 40% of the semester average, and each exam is worth 20% of the semester average.

For your convenience, a final average calculation worksheet is available here: [Final average calculation worksheet](#)

We are not responsible for any miscalculations made due to user alteration of the formulas in the worksheet.

**Note:** Report Card grades are rounded to the nearest whole number (Example: 87.5 rounds to 88, and 87.3 rounds to 87). For state transcript reporting, semester and yearly averages are converted to a letter grade, as per the school grading scale above. For half-credit courses, the semester average is the final grade.

## Exams

Examinations are normally cumulative in nature. Requests for early midterm and final exams will not be granted. Permission to miss exams is granted by the Administration only for extenuating circumstances. If a student is absent for an exam for any reason, he/she will receive a “0” for that exam until it is made up following the school makeup schedule.

### **Final Exam Exemption**

**Seniors:** At the teacher’s discretion, seniors may be exempt from their final exam with a grade of A in each quarter, an A on the midterm, and no more than 10 total absences. No exam exemptions are allowed for 1/2 credit (one semester) courses.

**Rally Winners:** Students at all levels who place at State Rally with no more than 10 total absences may be exempt from the final exam for the subject which they tested/placed.

**There may be other factors considered with regards to exam exemptions.**

## Homework

Homework is a necessary part of the educational process. Consequently, students must satisfactorily complete all homework assignments, including reading and studying as well as completing written assignments. Copying another student's written work not only defeats the purpose of the educational process, but also constitutes academic dishonesty. Failure to do homework may result in disciplinary as well as academic consequences. It is up to the teacher's discretion whether homework is turned in at the beginning of class or prior to the start of the school day.

## Grade Reporting

### **Family Portal**

Catholic High School utilizes *FACTS SIS* as its student information system. *Family Portal*, our school-home communication portal, allows families to view a variety of school data, including announcements, assignments, attendance and discipline records, billing statements, and more through a password-protected and secure website. Parents and students should check the Family Portal regularly for homework, assignment and test scores, teacher comments, and course averages.

**Progress Reports:** Catholic High issues online progress reports mid-quarter through Family Portal. A current grade and comment for those students with a "D" or "F" is given for each subject. Dates for progress reports are posted on the Catholic High calendar and school website.

**Report Card:** End-of-quarter, semester, and final grades are posted on the Family Portal.

## Failures

A student fails a course if he/she has a final average of 69% or below in an on-level/college prep or honors course or a 59% or below in a dual enrollment or AP course. If a student fails any subject, that student's future status at CHS will be reviewed by the Academic Committee who will determine if the student should attend an approved summer school program, repeat a grade, or withdraw from Catholic High. The student's behavior, academic effort, and ability to succeed in the school environment are taken into consideration.

### **Grades 4-8:**

- If a student attends summer school, the earned grade of "F" will stand and, after the student has successfully completed the summer school program, his or her earned grade will be recorded and included in calculations as well.
- If a student fails religion, the student must successfully complete Catholic High's summer school religion program. A fee is assessed. The grade of "F" will be changed to a "D" after the student has successfully completed the required religion assignments.

## Grades 9-12:

- If a student in grades 9-12 fails one or two courses during one school year, he/she must repeat those failed courses in a school-approved summer school program in order to receive Carnegie unit credit. The earned “F” remains on the student’s permanent transcript; however, credit for the summer school passing grade will also be included after the student has successfully completed the summer school course. All summer school course selection and registration must be handled through the guidance department.
- If a student in grades 9-12 does not complete the summer school program or if he/she fails three or more courses, that student’s future status at CHS will be reviewed by the Catholic High Academic Committee. A senior will not graduate with credits pending.
- If a student fails religion, the student must successfully complete Catholic High’s summer school religion program. A fee is assessed. The grade of “F” will stand, and after the student has successfully completed the required religion assignments, his or her earned grade will be recorded and included in calculations as well.

## Honor Roll

Students earning academic distinction in each grading period and final averages are named to the appropriate honor roll under the following criteria:

**Principal’s Distinguished Honor Roll:** Students who receive all “A’s” in a grading period and who have no grades of “C” or lower in conduct.

**Honor Roll:** Students who receive all “A’s” and “B” in a grading period and who have no grades of “C” or lower in conduct in any class. Honor roll is published for the 1st, 2nd, 3rd, and 4th quarters. In addition to the quarterly Honor Roll recognition, an end-of-year Honor Roll will be determined.

## Lettering

The CHS Letterman’s Jacket is awarded to rising juniors and seniors if they have earned TWO letters in one or more Varsity sports or TWO letters in one of the non-athletic Academic areas. Students must have two athletic letters or two academic-area letters to be eligible to receive their jackets. Criteria for athletic letters are detailed in the Athletic Handbook. Students may earn an academic-area letter through the following:

**The Academic Letter** is presented for excellence in academic areas as measured by each student’s GPA. The letter is earned by students who are in the top 10% of their class and who have taken at least three honors classes during the current academic year. Academic Letter recipients are not determined until grades have been finalized in May. Academic Letters are presented at the Fall Academic Awards Ceremony at the beginning of the next academic year.

**Academic Co-curricular** participants may earn a letter if they meet the criteria specified for their organization as stated in the Catholic High School Awards Manual.

**The Torch of Knowledge Award** is given to students who acquire a required amount of points. To earn the award, students must accumulate points on a predetermined scale which gives primary weight to

their academic activities, but also includes their participation in service, leadership, extra-curricular and athletic activities. Only directly school-related or sponsored activities are considered. A deduction of 25 points shall be made per officially recorded cheating incident and suspension. A 5-point deduction will be made for each conduct detention received during the year. The number of Torch Awards given each year is equal to 5% of the student body in grades 9-12. Students who earn one of the Torch awards are eligible for the CHS Letterman's Jacket according to criteria set forth in those guidelines.

## **Literary Rally**

The Catholic High School Literary Rally Team is composed of dedicated high school students\* who represent the school in an academic competition in the spring. These students have excelled in their assigned subject and commit to prepare for competition by meeting with teachers throughout the year and engaging in independent study that goes beyond the normal class curriculum.

\*Algebra I contestant may be an 8th grade student.

## **Make Up Testing**

Immediately upon return from excused absences, students should check with their teacher as to the date and time of any required makeup testing. The teacher may assign a date and time for the Make Up test or the student may be directed to the school Make Up Test Center. Make Up Center days and times will be posted. Students should report promptly at the posted opening time. Please note that schedules sometimes change due to inclement weather or school activities. Students should verify dates and times with their teacher prior to going to take a test. Students may not make up assessments for unexcused absences.

## **Academic Success**

Catholic High School places a high priority on academics and provides numerous ways for students to reach academic success.

Catholic High offers several tutoring and extra help opportunities for students.

- All teachers offer individual and group student help in their classrooms at least once a week at a scheduled time and more often as requested. Contact the individual teacher for more information.
- National Honor Society and Beta organizations conduct tutoring sessions before and after school on assigned days for all grade levels. Refer to the school website's Academics section for up-to-date information on tutoring days and times.
- The Guidance Department assists with other academic needs such as ACT preparation or locating out of school tutors.

In addition, there are two programs that offer additional academic support.

Title I is a federally funded program that provides remediation assistance to qualified students. Reading and math strategies are developed through computer based instruction and hand-on activities. Students in grades 4-8 are assigned Title I participation hours during some of their enrichment and/or PE days.

The Catholic High School Individual Student Needs program provides qualifying students



accommodations defined by their learning disabilities as diagnosed by a specialist. Students who enter the ISN program may receive accommodations that are appropriate to their individual diagnosis. Student accommodations can occur within the classroom setting or within a smaller environment. An Individual Accommodations Plan is developed for each participating student. Teachers, staff, and administration work together to develop an IAP that will help students succeed both in and out of the classroom.

## Guidance and Counseling

The Guidance Office offers the following services:

- **Student appointments:** Ordinarily, any student wishing to consult with the Guidance Counselor or an Administrator should obtain teacher permission prior to the meeting.
- **Parent appointments:** Any parent wishing to contact the Counselor may do so by phone or e-mail. Visits and conferences are welcomed and encouraged.
- **College information:** The Guidance Office is in constant contact with Louisiana as well as out-of-state colleges and universities concerning entrance requirements, curricula offerings, scholarships, etc. This information is shared with students through the school website, senior publications, class visits, and one-on-one conferences.
- **Testing program:** Standardized tests administered at CHS are:
  - **TerraNova Next**—grades 4<sup>th</sup> through 7<sup>th</sup>
  - **PreACT 8**—8<sup>th</sup> grade
  - **PreACT**—9<sup>th</sup> and 10<sup>th</sup> grade
  - **PSAT/NMSQT**—Advanced 11<sup>th</sup> graders (Voluntary)
  - **ACT (Saturday Testing)**—10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades (Voluntary-but required for admission to Louisiana universities)
  - **ACT (District/State Testing)**--all 11th grade students at CHS on district/state assigned date
  - **ASVAB**—11<sup>th</sup> grade

**Freshmen and sophomores who wish to participate in the dual enrollment program are required to take the ACT by April in order to schedule a dual enrollment course for the following year.**

- **Student Records:** It is understood that parents have access to their child's cumulative record. The student's records or information contained in those records may not be released to anyone other than school or educational officials without the informed written consent of the student's parents. If the student is above the age of 18 or attending a post-secondary institution, the student may grant such release. Official school transcripts are provided to the student two weeks after graduation. Transcripts may be requested free of charge for one year from graduation date. After one year, a fee of \$5.00 is assessed for a transcript.

# Graduation Policies

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## Graduation Credits

A student at Catholic High must follow the school's 4-year graduation plan. Catholic High issues a Catholic High diploma in compliance with the State Board of Elementary and Secondary Education and the Diocese of Lafayette. The Catholic High diploma meets all requirements of the Louisiana TOPS University diploma. To graduate with a Catholic High diploma, a student must successfully take a minimum of 28 Carnegie units of high school credit, which includes the CHS course requirements. A senior must have completed and passed all courses and have received the required credits before he/she may participate in the ceremony on graduation day in order to graduate from Catholic High. Only seniors may take two math courses.

Summer school courses are allowed for credit recovery or as supplemental courses (see below). High school students at Catholic High must be enrolled in 7 CHS courses each school year. Students are not allowed to attend on a part time basis. Students must take a religion, math, science, social studies, and English course each year, in addition to other CHS graduation requirements.

CHS applies the TOPS five-point weighted GPA calculations for only CHS and TOPS approved junior and senior level honors courses and only for TOPS award calculations and state transcripts. CHS uses a non-weighted GPA for graduation and ranking purposes for all students, including students who transfer in from other schools during high school.

### ***French Immersion Credit***

Students who enter Catholic High from a French immersion program may receive credits for French I and French II if the credit is awarded from the previous school system and if the parish school board sends official notice of program completion. A letter grade will not be assigned for the designated course, only a “P” for Passing.

### ***Home School Credit***

Home-schooled students who have attended a state-approved home school program may apply for admission to Catholic High. The Academic Committee will review the home school program of study before a student may be admitted. In order to receive Carnegie Unit credit for high school courses and to assure correct course placement, high school students entering Catholic High from a home-school program may be required to pass an end of course test for each course.

### ***Withdrawal Credit***

Catholic High does not issue ½ credit for full credit courses for students withdrawing from Catholic High. A student’s new school may choose to give credit, depending on the date of withdrawal.

### ***Supplemental Credit***

High school students who wish to gain Carnegie unit credit by taking additional enrichment courses that are not offered by Catholic High must register and have the course and provider approved through the Guidance Department.

## High School Program of Study

Course Descriptions are available at <https://goo.gl/TjGuGt>

| Catholic High School Course Requirements |                          |   |
|--|--------------------------|---|
| <b>Theology</b>                          | 4 units                  | I, II, III, IV  |
| <b>English</b>                           | 4 units                  | I, II, III, IV  |
| <b>Math</b>                              | 4 units                  | <i>Required:</i> Algebra I, Geometry, Algebra II, Pre-Calculus or Algebra III<br><i>Required of Math Advanced Track:</i> Probability/Statistics or AP Calculus AB                   |
| <b>Science</b>                           | 4 units                  | <i>Required:</i> Physical Science, Biology I, Chemistry<br><i>One of:</i> <b>Biology II (Survey of Biology)</b> , <b>Biology II (Anatomy/Physiology)</b> , AP Biology, or Physics H |
| <b>Social Studies</b>                    | 4 units                  | World Geography, Civics, US History, World History  |
| <b>Fine Arts</b>                         | 1 unit                   | Art, Band(tentative), Music, Photography, or Fine Art Survey  |
| <b>World Language</b>                    | 2 units in same language | Spanish I and II or French I and II   |
| <b>Health/Physical Education</b>         | 2 units                  | HPE I, II (Beginning with the class of 2025, ½ unit must be health and 1 ½ units of PE.)  |
| <b>Electives</b>                         | 3 units                  |   |

## Honors Courses

All courses taught at Catholic High are challenging and taught at a college preparatory level; however, honors courses are the most fast-paced and demanding with critical thinking and student independence being essential factors for student success. A ranking system is created based on standardized test scores, grade in a class, overall GPA, and teacher recommendation.

Beginning in 6th grade, students may qualify for honors-level courses in ELA and math. At the 8th grade level, students may qualify for Algebra I for high school credit. As per Diocese mandate, an Algebra I qualifying exam is used to determine placement. Other qualifiers are considered; however, this entrance test is the prime indicator of those students who are capable of succeeding on the advanced math track of five high school math courses.

In high school, honors courses are offered in core classes and some electives (both onsite and virtual) and include AP and Dual Enrollment courses at the junior and senior levels. Scheduling challenges, such as available periods and students who are not following the traditional track, may affect a student's honors or college-prep course placement. Students are not bound to a level from one year to the next.

## Graduation Awards

**Honors Graduate Award:** To graduate with the distinction of Honors Graduate, students must graduate with a cumulative GPA of at least 3.5 (calculated using four non-rounded decimal places) and a minimum of 16 honors courses. During the senior year, honors graduates must be enrolled in and complete a senior honors course in each of the four core areas (English, math, science, and social studies).

**Valedictorian and Salutatorian Awards** are determined by the overall GPA (calculated using four non-rounded decimal places) *of the honors graduates*. To be eligible for these highest awards, students must have completed *18 honors courses and have taken the most rigorous curriculum offered at Catholic High School during their years as a student*. In an academic advising meeting at the time of scheduling, candidates for these designations will be given notice of which courses must be taken in the subsequent year to be eligible for this honor. Those courses must include the most rigorous courses (H/DE/AP) offered in each department. This determination is made by the Academic Council in conjunction with the Administration. English I, II, III, and IV; World Geography, Civics, US History, and World History; Algebra I, Geometry, Algebra II, and Pre-Calculus, Physical Science, Biology I, Chemistry, Physics or Biology II H (Anatomy/Physiology), and AP Calculus, and an eighteenth honors course approved by Administration. To qualify for Valedictorian or Salutatorian, a student must be in full attendance at CHS for their sophomore, junior, and senior years.

**Honor Cords and Stoles** worn for graduation must be academic, awarded with CHS criteria, and approved by the Administration. (National Honor Society, Beta Club, Honors Graduate)

## TOPS

TOPS (Taylor Opportunity Program for Students) is a program of state scholarships for Louisiana residents who attend one of the Louisiana Public Colleges or Universities, schools that are a part of the Louisiana Community and Technical College System, Louisiana approved Proprietary and Cosmetology Schools, or institutions that are a part of the Louisiana Association of Independent Colleges and Universities. For the latest information on this program, please refer to <https://mylosfa.la.gov/students-parents/scholarships-grants/tops/>

## ACT Testing

Some years, Catholic High is an ACT testing center. The ACT is administered 7 times during the school year (September, October, December, February, April, June, and July). Catholic High administers the ACT to all juniors in the spring during ACT District/State Testing. Freshmen and sophomores who wish to participate in the dual enrollment program are required to take the ACT by April in order to schedule a dual enrollment course for the following year.

## College Credit Courses

Catholic High School offers designated AP (Advanced Placement) and DE (Dual Enrollment) course selections for qualifying high school students at the honors level. Students who participate in the AP program can earn college credit upon a successful score on the Advanced Placement examinations

administered in May. Students enrolled in Dual Enrollment courses are under the requirements of both Catholic High and the partnering university. DE students receive both Carnegie units of high school credit and college credit for the course. Students must meet eligibility requirements in order to enroll in the DE program. For DE courses, additional fees apply. For AP students, the AP exam is an extra fee.

## Attendance Information

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To benefit from the academic programs of Catholic High School and its religious training, as well as to contribute to and benefit from the overall learning environment of the school, students must be in attendance on all school days.

The Louisiana State Code for Student Attendance is: (1) Schools shall administer attendance regulations in accordance with school-adopted policies. (2) Students shall be expected to be in attendance every school day scheduled on the official school calendar. (3) High school students shall be in attendance a minimum of 80 days per semester. Elementary students shall be in attendance a minimum of 160 days in a school year.

Parents will receive notification from the Administration when students place themselves in attendance jeopardy. A student may be denied credit if he or she accumulates 10 or more absences in a semester or if he or she accumulates 20 or more days in an academic year. **Excused absences are included in the 20-day rule.** Extenuating circumstances may be considered, though excused absences are not automatically extended.

Absences are excused for chronic and debilitating illnesses and injuries confirmed by a treating physician, for medical appointments that cannot be scheduled outside of school hours, for appointments with government agencies, for legal proceedings, or for bereavement. Documentation that makes an absence excused includes

- official notes from a physician or counselor providing treatment to a student, from a government agency, or from a court official.
- the CHS Appeal for Credit Form (formerly known as Anticipated Absence Form) signed by all teachers and approved by the principal.
- parent notification only (without the aforementioned documentation) to the office will make an absence excused no more than three times a semester.

## Process Regarding Absences

**Ordinary Absence:** When a student is absent, he/she must:

- Have parents notify the office before 9:00 a.m. on each day of the absence. Notifications via email are preferred. **Notification is NOT automatic documentation to excuse an absence.**
- Be responsible for making up all work missed. Assignments can be obtained by checking FACTS Family Portal, Google Classroom, emailing teachers or classmates, etc. Parents must check with the school receptionist in the main office before picking up a student's books.
- Present documentation from a treating physician's office or other official explaining the nature of the absence prior to or within 3 days upon returning to school. **An email of the documentation (can be a photo of the doctor's note) upon receipt of the documentation is preferred.** Failure

to submit documentation within 3 days of the absence will automatically make the absence(s) unexcused. Office staff will NOT excuse an absence if documentation is presented after 3 days.

- When absent for three consecutive days, only an excuse from a doctor who has provided care for the student will be accepted and make the consecutive absences “excused.

**Pre-Arranged Absence/Appeal for Credit:** When a student needs to miss school for some personal reason other than reasons that can be excused with documentation as discussed above, such as family trips, he or she must:

- Obtain from the high school office the Appeal for Credit form. The student/parent should provide a detailed, written request specifying the reason for the absence and dates of the absence. The parent should sign the Appeal for Credit form.
- The student should then have each of his or her teachers sign the Appeal for Credit Form. Each teacher will indicate IF he or she will allow missed assignments and assessments to be made up. If work is allowed to be made up, it will be after the student returns from the anticipated absence. Assignments will not be provided early. Assessments should be made up within one week of a student’s return to school.
- The completed Appeal for Credit Form should be submitted to the Principal at least three school days in advance of the absence.
- The student’s attendance record and academic standing **as well as the teachers’ input** will be taken into consideration for a pre-arranged absence to be approved. In other words, an Appeal for Credit **can be denied**.
- Parents are advised NOT to request excused absences for their children on school days immediately preceding and/or following holidays or during exams.
- Failure to obtain the form, include all information and signatures, and submit the form no less than three days prior to the requested absence will result in the immediate denial of the Appeal for Credit.

### **Educational or Athletic Absence**

- A student with a D or F quarter average on 1st, 2nd, or 3rd quarter Report Cards will not be allowed to leave for an educational or athletic absence during the class in which he/she has made a D or F.
- A student will be removed from the D/F list and be allowed to miss a class if the grade has risen to a C or better only at the Progress Report that follows the quarter.
- A student who has an INC on Report Card and a D or F average without the missing scores must complete work or assessments within 3 days of the end of the quarter to determine if he/she may leave during those class periods.
- Off-campus activities may require students to be in attendance at school the entire day.
- The Progress Report D/F List will serve as a tool for coaches and moderators to monitor the academic standing of their players and members and encourage them to work harder before Report Card time.

- All coaches and moderators must carefully monitor the D/F Progress Report and Report Card Lists and adhere to these policies. Any deviation from these policies is a decision of the Administration only.

### **College Visit Policy**

- To receive an excused absence for a college visit during the school day, a senior must follow the Appeal for Credit process. If this procedure is not followed, the absence will be unexcused.
- Seniors also have the option to set up individual tours with colleges and universities during CHS holidays when colleges are in session. These are made by appointments with the college.
- Underclassmen are to visit colleges during non-school days.

### **Retreat Absence Policy:**

All students are required to attend grade-level retreats; Kairos for juniors and seniors is optional and has limited openings. If a student misses a retreat for any reason, he/she will have to complete an alternate 100-point assignment. If the absence is unexcused, the student will only receive up to 50% credit for the work. In high school, this assignment will be a detailed report on an apologetics topic assigned by the student's religion teacher. In middle school, the student must attend a church-sponsored retreat or write a report assigned by the religion teacher. **There will be no refund of costs if a retreat is missed.**

### **Important Regulations Regarding Absences**

- Failure to follow any of the school's absence procedures may result in disciplinary action.
- Missing more than one full period but less than four full periods constitutes a half-day's absence.
- To attend any after-school activity as a spectator or participant, students must be present at school for at least half of the school day (4 full class periods).
- When absent for school activities, routine doctor/dentist appointments, etc., students must be prepared for the next day's assignment.
- **EXTRACURRICULAR SCHOOL EVENTS: Students returning from a school-related event (i.e. sporting event, field trips, etc.) after midnight must be in class by 2nd period. If the group returns after 1am, students must be in class by 3rd period.**
- Students must refer to departmental policy and class management plans to determine how these assignments are handled in individual classes.

### **Leaving School During the Day**

All students checking in or out of school for any reason must be electronically signed in or signed out by the administrative assistant in the main office or the high school office with permission from a parent or guardian. **Parent permission to check in late or check out early does NOT automatically equal an excused absence.**



### **Check out – Anticipated**

When it is necessary for a student to leave school before the regular dismissal time, as for a doctor's appointment:

- Prior to the start of the school day, the student must submit to the office an emailed or written note from his/her parents explaining the reason for the need to check in late or check out early.
- As much as possible, the office will make notes in FACTS Attendance for teachers at the specified time. The student will report to the appropriate office to sign-out before leaving campus.
- Upon returning to school, students must follow the standard procedure for returning to school following an ordinary absence.

### **Check out - Unanticipated**

When it is necessary for a student to leave school during the day due to illness/emergency:

- The administrative assistant or other school official will notify the parents of the illness/emergency.
- The student will be allowed to leave school only if one of his/her parents/emergency contact persons signs the child out. High school students who drive to school will be allowed to leave school with verbal permission from parents/emergency contacts. No student will be granted permission to provide transportation to another student leaving school. An exception is made for brothers and sisters in emergencies at the request of parents.

### **Tardiness**

**To School:** All students must be in their 1st period class when the bell to begin the day rings at 7:50. Students who fail to report to class by 7:50 will be marked tardy. A student who arrives to school/1st period after 7:50 must report directly to the main office to check in. Students who do not present a valid, written excuse or whose parent has not communicated a valid excuse to the office (in person or via phone or email message) will be considered tardy. All students, 4-12, are allowed two unexcused tardies per semester, noted as a "warning" in FACTS, before a Level I detention is issued.

**Students with excessive tardiness (10 or more times per semester) will be denied the privilege to leave early for athletic events and participation in field trips.**

**To Class:** A student must be on time for every class. A student tardy to 2nd-7th periods will receive a classroom conduct infraction and his or her conduct grade will be impacted.

### **Skipping Class**

Skipping or cutting class (partial truancy) is missing class without permission of the teacher or the Administration and makes a student subject to Level II detention. A student who leaves campus without permission will be suspended.

## Conduct

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One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole education structure. It is this training that develops self-control, character, orderliness, and efficiency. It is the way to good conduct and proper consideration of other people.

The presence of a relatively large number of participants in a school environment makes necessary a code of conduct that enables everyone to realize the full benefits of school. Students are to conduct themselves in a manner that reflects respect for one another, their teachers, other staff members, and the school facilities. When on school property or at a school-sponsored activity, students are to follow directives from any teacher, administrator, or staff member.

The immediate goal of discipline is to create favorable conditions for learning by nurturing such Christian habits as courtesy, honesty, reverence, helpfulness, cooperation, and respect for the rights of others. The long-range goal of discipline is to help students improve their own self-discipline as they gradually assume greater responsibility for their own lives.

## Academic Integrity

The school Mission Statement Prayer asks students to keep Christ at the center of their words and actions. Therefore, Catholic High students are expected to uphold the highest levels of honesty and integrity in all dealings with others, and especially in the academic environment, both face-to-face and online. Students must understand that cheating, plagiarism, copying another student's work (homework, classwork, projects, essays, etc.), or having someone do the work for them are legal and moral offenses and incidents of academic dishonesty. Trying to cheat is academic dishonesty, even if the attempt is discovered before the cheating occurs.

The teacher is responsible for explaining academic integrity expectations, designing lessons and assessments that attempt to discourage cheating and plagiarism, and monitoring students in a classroom setting that promotes academic integrity.

Examples of academic dishonesty include ***but are not limited to:***

- Communicating or attempting to communicate answers or hints during a test or exam.
- Sharing questions with other students from other class sections after the assessment.
- Copying or looking at another student's test responses during an assessment.
- Using unauthorized materials (notes, websites, teacher resources, answer keys, etc.) to complete a test, exam, or assignment.
- Having unauthorized materials (open notes, textbook, note cards, etc.) close by and accessible during a test or an assignment.
- Writing formulas, notes, etc. on one's person or on objects, for use during a test or exam.
- Submitting the same paper/work to another teacher for credit (self-plagiarism).
- Using an unauthorized communication device during a test or exam.
- Taking part in a group chat that shares answers for homework assignments.

- Copying or sharing homework or any work that was assigned to be done independently.
- Allowing others to copy one's work or providing another student with test/exam answers or one's assignment or paper.
- When working in a group, having one person complete and submit the work for all group members.
- Taking words or ideas from someone else without giving proper attribution (generally in MLA format) to the author/artist and source.
- Using AI (Artificial Intelligence) assistants in a manner that is unethical, irresponsible, or misleading. This includes submitting work generated through any AI medium without specific instructions or permission from your teacher.

***Consequences of Academic Dishonesty:***

1. If a student has committed an act of academic dishonesty, the teacher will notify via FACTS the Assistant Principal, Dean of Students, and parents.
2. The student will receive no credit (0% F) on the assignment or assessment.
3. If a student has copied or provided an assignment or received or given answers from another student, both papers will receive 0% F.
4. The student(s) will receive a Level II detention.
5. The incident of academic dishonesty becomes a part of the student's internal behavior record.
6. Administration will take into consideration a student's record of academic dishonesty when awards are being considered.
7. For multiple occurrences of academic dishonesty, the second offense will include a one-day suspension, and the third offense will include an expulsion hearing. Offenses will accumulate throughout a student's high school academic career.

***Consequences of Academic Dishonesty on a Semester Exam:***

If a student has cheated on a semester exam, the following additional consequences apply.

1. The student will receive a Level II detention determined by dates of the exam period.
2. The student will receive no credit (0% F) on that exam.
3. The student will have the opportunity to take an alternate exam that will be graded.
4. The grade reported on the report card will be the average of the 0% and the grade made on the alternate exam.

## Bullying

It is the primary mission of Catholic High to educate students in Christ-centered values. Love, respect, compassion, discipline, and zeal are integral components that each Catholic High student should strive to live by. Each student should love and respect his fellow student. Compassion must be utilized to realize that everyone is a brother or sister in Christ, and all should be accepted and appreciated for their individual differences. Self-discipline should grow throughout a student's time at Catholic High as he/she chooses to make the right decisions daily. Zeal is defined as an eager desire or having enthusiastic diligence in one's Christian life.

Bullying, on or off campus, in all its forms (physical, verbal, and cyber) goes against all of Catholic High's teachings relating to Christ-centered values. Students are to report bullying immediately to the Guidance Counselor or to Administration. In keeping with Diocesan Policy, incidents of bullying will be investigated, documented in FACTS SIS, and parents of all parties will be notified. Consequences for bullying may include a warning, referral to the Guidance Counselor, Level II detention, suspension, or expulsion. Repeat violators will face additional disciplinary consequences.

## Cell Phones

**Students may not carry cell phones on their person during the school day.** Students must have their cell phones turned off by the first bell (7:40) and until after dismissal (2:50/2:55). Students are not allowed to use cell phones during the day. Any phone in a bag, purse, or backpack must remain powered off while in the building and throughout the school day. No student may use cell phones in the carline or at the bus loop without explicit permission from the duty teacher. Catholic High is not responsible for any lost, stolen, or damaged cell phones. No warning will be issued for cell phone violations. Any student who violates this policy will receive the following consequences:

- **First offense:** Cell phones will be confiscated and turned over to an Administrator/Dean of Students. Cell phones will be returned at the end of the school day after the Administrator/Dean of Students has spoken with a parent or guardian. The student will serve a 2-hour Saturday detention.
- **Second offense:** Cell phones will be confiscated and turned over to an Administrator/Dean of Students. Cell phones will be returned at the end of the school day after the Administrator/Dean of Students has spoken with a parent or guardian. The student will serve a 2-hour Saturday detention.
- **Third offense:** Cell phones will be confiscated and turned over to an Administrator/Dean of Students. Cell phones will be returned at the end of the school day after the Administrator/Dean of Students has spoken with a parent or guardian. The student will serve a 1-day suspension.
- **Fourth offense:** Cell phones will be confiscated and turned over to an Administrator/Dean of Students. Cell phones will be returned only to the parent or guardian at an appointment time convenient for the Administrator/Dean of Students. The student will need to check in/check out the cell phone with the office, daily, for the remainder of the school year. The student will serve a 2-day suspension.
- **Fifth offense:** Cell phones will be confiscated and turned over to an Administrator/Dean of Students. Cell phones will be returned only to the parent or guardian at an appointment time convenient for the Administrator/Dean of Students. The student will serve a 3-day suspension and face a hearing to discuss continued enrollment at Catholic High School.

## **Conduct Grades**

Students are expected to avoid disturbing the classroom or other students in the classroom. Since different subjects have distinct behavior expectations, each teacher sets up his or her own classroom management rules and consequences in accordance with school guidelines. Teachers will record and communicate classroom conduct infractions to handle discipline problems in their classroom and to keep parents informed of minor behavior events before they escalate. Each teacher keeps a record in FACTS SIS of all classroom conduct events. On the student report card, there will be a designated “Homeroom/Conduct” class section that will record a student’s overall conduct grade based on all classroom conduct infractions indicated in FACTS. The report card will not indicate a separate conduct grade for each subject.

A student begins each quarter with 100 points in conduct. For minor classroom infractions and minor behaviors that disrupt the learning environment or order in the school, a teacher, staff member, or administrator will record a conduct infraction in FACTS and the student receives a 3 point deduction toward his or her overall conduct grade. For more serious infractions, a teacher, staff member, or administrator may notify the student that he or she will be receiving a 5 point deduction to his or her overall conduct grade and a detention for a Level I behavior event and a 7 point deduction to his or her overall conduct grade and a detention for a Level II behavior event. The teacher will notify parents and the Dean of Students of these updates to the student’s behavior record/conduct grade. For infractions that require more serious intervention, a teacher should send a student out of class to the office. The administrative assistant will contact the Dean of Students or an Administrator. After de-escalating with the student, the Dean of Students or Administrator will consult with the teacher, and together, they will determine the disciplinary penalty in keeping with policy and precedence.

A student with an accumulation of conduct events may be required to meet before a committee composed of teachers, student support personnel, and administrators. The purpose of this meeting is to outline behavior expectations for the student and list elements of support that can be provided to assist the student to meet those expectations. Continued conduct events will adversely affect the student’s continued enrollment at Catholic High School.

## **Corporal Punishment**

In concert with the Diocese of Lafayette’s policies, corporal punishment is not permitted at Catholic High School. Thus, there is to be no striking, pushing, or any physical contact with the students at Catholic High School.

## **Dismissed from Class**

A student dismissed from class must report to his/her building level office immediately and is subject to discipline as deemed appropriate by teacher and administration.

## **Food or Drink**

No food is to be consumed in the classroom without advance permission from Administration for curriculum-related or educational purposes only.

Middle and high school students are permitted to eat in the halls during designated 8-minute break only.

Students are not permitted to have lunch delivered to them *at any time during the school day*. Students are not allowed to eat lunch in a classroom unless part of an official club or organization meeting that is supervised by its official moderator.

Students may not consume energy drinks at school during the school day or during school-sponsored activities.

Students are allowed to bring reusable water bottles (used for **water only**). All elementary students' bottles must have lids that are sealable, and straws are not allowed. A middle school or high school teacher may require reusable water bottles with sealable lids and no straws, as well.

Gum is not permitted. Teachers will ask students to dispose of their gum in a trash can. Repeat offenders will receive a Level I detention for gum-chewing.

## **Harmful Substances, Objects, and Firearms**

Students are not to have any type of weapon, ammunition, or other explosive devices such as fireworks in their cars or in their lockers or in their possession. In addition, any type of alcoholic beverages or illegal drugs must not be on the school campus. Periodic checks of bags, lockers, desks, and automobiles are made by the Administration and/or by the Iberia Parish Sheriff's Department's trained narcotic detection dogs.

The possession or use of the following on campus or at school-related activities is forbidden and will result in appropriate disciplinary action: tobacco products, e-cigarette/vaping products, alcohol, drugs, knives, guns, ammunition, weapons, mace, tasers, explosive devices, stink bombs, fireworks, matches, lighters, or any other substance or object which the Administration may consider harmful. Act 833 of the 1991 regular session of the Louisiana Legislature makes it a crime for a student or non-student to carry a firearm on school property.

## Identification Card (ID)

Students are issued an official Catholic High School ID card and lanyard at the beginning of each school year. ID cards are used for cafeteria purposes and to gain admittance to athletic events and other school functions. **Students MUST have their student ID with them in order to purchase meals in the cafeteria.** Lost, defaced, or damaged IDs must be replaced. A replacement ID is \$5.00; a replacement lanyard is \$2.00. These charges will be billed as “incidental charges.”

## Language and Gestures

The use of any vulgar/profane language (spoken or written) or gestures is not appropriate and will result in a detention.

## Leaving Class

Students must be in class on time and remain in class for the entire period. Students will only be allowed to leave class in emergencies, and this should NOT be every day, every period. Only ONE student will be allowed out of class at a time and will follow the building level’s hall pass process.

## Personal Conduct

Conduct on or off campus contrary to the religious or ethical principles of the Roman Catholic Church or the philosophy or policies of Catholic High School will make a student subject to corrective measures including detentions, suspensions, or dismissal. This policy governs student behavior throughout a student’s enrollment at Catholic High, including weekends, holidays, and summers.

## Student Leaders

Student leaders and members of all Catholic High school-related teams and organizations will receive additional consequences for inappropriate personal conduct. Coaches and organization moderators may issue additional consequences, as indicated in their handbooks and by-laws. The minimum consequences are:

- 1st offense - verbal and written warning to student and parents
- 2nd offense - removal from leadership position and/or from team/organization

## General Guidelines

1. Students are responsible for the cleanliness of the grounds, classrooms, lockers, and school buildings.
2. Inappropriate public displays of affection are unacceptable and are not allowed.
3. During the lunch periods, students are allowed only in the cafeteria and in the designated areas.
4. Students are not to loiter in the administrative offices, halls, parking lots, or classrooms during the school day, especially during lunch. They are not to loiter in the parking lot before school or in the neighborhood before or after school. Once students arrive on campus, they may not leave until the end of the school day without permission from the Administration. Parents are reminded that there

is no school supervision of students on school grounds before 7:15 a.m. and after 3:30 p.m., other than for school activities directed by school personnel.

5. Students are to respect the property and privacy of the Administration, faculty, and staff and the neighbors of Catholic High. Any destruction of property or vandalism by a student will result in administrative review and could be grounds for suspension or possible legal ramifications.
6. Harassing or obscene communication, e-mails, social media posts, or text messages made to teachers, Administration, or staff members are illegal and will not be tolerated. Making such communication will be grounds for suspension and possible legal ramifications.
7. Pets or animals may not be brought on the campus without administrative permission.
8. Harassment, hazing, and bullying of any kind will not be condoned and will result in disciplinary consequences.

**ACT 635 HB 78- Landry- CRIME/FELONIES:** Amends penalties relative to the crime of **hazing**. Changes the name of the crime from “hazing” to “**criminal hazing**”. Amends present law to apply to **any** organization in an education institution, and to remove the fine and term of imprisonment as consequences for engaging in this activity and provide that the student shall be **dismissed, suspended, or expelled** from the education institution for at least one semester, quarter, or comparable academic period. Further provides that persons who engage in such activity may be subject to the provisions of criminal hazing which provides penalties for persons who engage in hazing activity. Defines “hazing”. Provides exceptions. Defines “organization”. Defines “education institution”. “Education institution” means any elementary or secondary school or any postsecondary education institution in this state. Provides for related matters. This ACT shall be referred to as “The Max Gruver Act”. (8/1/18). (Amends R.S. 17:1801; Adds R.S. 14:40.8)

9. Appropriate behavior is required at all sporting events and/or extracurricular events.
10. Administration may examine, use, and disclose any data found on social media sites should it cause significant disruption to the instructional environment or school community. Administration may use this information in disciplinary actions and furnish evidence of crime to law enforcement.

## Resolving Conflict

Fighting is not an appropriate way to resolve conflicts and will not be tolerated. Students who choose this behavior are also choosing the consequences that accompany that behavior, even if he/she did not strike first. As determined by the Administration, students involved in fighting are subject to serious disciplinary action. This action may also extend to students who encourage others to fight.

## Safety and Surveillance

Catholic High School has great concern for the safety of all students, staff, and the public on school property. To better provide a safe and healthy environment, surveillance cameras are used. Employees, students, and visitors must be aware that areas under surveillance may be recorded at all times. Video surveillance is viewed as being useful in accomplishing four main goals: (1) enhancing the safety of students, staff, and the public; (2) protecting school property against theft or vandalism; (3) maintaining discipline; and (4) aiding in the identification of intruders and of persons breaking the law.



Surveillance footage may be reviewed on a routine basis by *authorized personnel only*. Evidence of student misconduct may be obtained from recordings. A student who violates the school's Student Code of Conduct shall be subject to appropriate disciplinary consequences. Evidence of misconduct by students and non-students may be used in administrative, civil, and criminal proceedings. Recordings will remain in the custody of authorized school personnel and be maintained and used for purposes allowed by applicable law. Footage captured by this system will be retained locally until (1) the data storage device is at full capacity and the data is automatically recorded over and (2) until no longer needed in disciplinary or legal proceedings.

## Stealing and Vandalism

The stealing, defacing, or destruction of any property belonging to the school, a teacher, an administrator, or a fellow student warrants serious action, which first includes financial responsibility for any loss suffered as well as disciplinary measures to be taken as deemed necessary by the Administration, including expulsion.

“Rolling” with toilet paper, shredded paper or newspaper, or confetti is considered vandalism and may result in disciplinary consequences as well as possible consequences involving civil authorities. This applies to school buildings, vehicles, and grounds, and the homes, vehicles, and property of the Administration, faculty, and staff members.

## Discipline Policy

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### Detentions

Notice of detention will be sent to parents via FACTS SIS.

#### Level I Detentions

Level I detentions are issued by any faculty or staff member as a consequence for not following the application of a rule or policy or for some behavior issues. Level I detentions for students in grades 6-12 are served after school from 3:00 p.m. to 3:30 p.m. Monday, Tuesday, Wednesday, and Thursday, as assigned. The Elementary Management Plan outlines Level I detentions for elementary students. An accumulation of five Level I detentions per year results in a Level II detention. Failure to serve Level I detention as assigned will result in the issuance of another Level I detention. Failure to serve these detentions as assigned will result in a Level II detention.

#### Level II Detentions

Level II detentions are issued as a consequence for behavioral violations or for an accumulation of Level I detentions. Students in grades 6-12 serve Level II detentions on designated Saturday mornings from 7:00 a.m. until 9:00 a.m., *unless otherwise communicated by the Dean of Students*. Students in grades 4-5 serve Level II detentions as indicated in the Elementary Management Plan. Failure to serve a Level II detention on the assigned day will result in the issuance of a second Level II detention. Failure to serve both of these detentions as assigned will result in suspension.

|                               |   |
|-------------------------------|---|
| <b>1st Level II detention</b> | 2-hour Saturday detention   |
| <b>2nd Level II detention</b> | 2-hour Saturday detention   |
| <b>3rd Level II detention</b> | 2-hour Saturday detention   |
| <b>4th Level II detention</b> | 2-hour Saturday detention and FACTS SIS communication reviewing behavioral expectations.  |
| <b>5th Level II detention</b> | 1-day suspension; Student meets with Administration and/or Dean of Students to discuss behavior expectations.                                     |
| <b>6th Level II detention</b> | 2-day suspension; Meeting is set up with parents, Administration, and Dean of Students to create a discipline improvement plan/behavior contract. |
| <b>7th Level II detention</b> | 3-day suspension and expulsion hearing  |

**Level I and II detentions will accumulate over the course of the year. The number of Level II detentions received will NOT reset at the beginning of the second semester.**

## Suspensions

Students who have an out of school suspension remain off school property for the entire period of suspension and are counted absent. Conduct points are deducted, and students are not allowed to participate in or attend any school-related activity, including school trips, for a length of time, pursuant to the number of days of the suspension.

- 1 day suspension - 10 points deducted from conduct grade and 3 day suspension from extracurricular activities as a participant or spectator
- 2 day suspension - 12 points deducted from conduct grade and a 1 week suspension from extracurricular activities as a participant or spectator
- 3 day suspension - 15 points deducted from conduct grade and a 2 week suspension from extracurricular activities as a participant or spectator AND the student faces being placed on probationary status with a behavior contract.

A student serving an out-of-school suspension is allowed to make up tests with no penalty. The student is also allowed to make up certain assignments as determined by the teacher and the nature of the assignment. If an out-of-school suspension falls on a semester exam day, percentage points will be deducted from the most recent quarter average for each course, and the student will be required to take make-up exams on the assigned make-up exam days.

Examples of student behavior that will result in immediate suspension unless otherwise determined by administration include, but are not limited to, the following:

- Disobedience or defiance of authority.

- Disrespectful words or actions.
- Physical fighting/altercations or willfully harming another person.
- Dishonesty or theft.
- Leaving campus without permission.
- Excessive number of detentions.
- Use of, being under the influence of, possession of, or being in the company of persons in possession of alcohol, drugs, tobacco products, vaping products, or substances deemed potentially harmful by the Administration as well as buying or selling/attempting to buy or sell alcohol or drugs on campus or at school functions on or off campus.
- Possession of a firearm or dangerous weapon on campus or at a school-related activity.
- Conduct, whether on or off campus or online/through social media, that is detrimental to the safety of others or the reputation of the school.
- Destruction of property belonging to the Administration, faculty, or staff will result in an automatic 3-day out-of-school suspension and the student will be placed on probation with a behavior contract.
- Sexual harassment, hazing or bullying.

Students with serious disciplinary incidents resulting in suspensions can be kept from participating in class or other extended school trips sponsored by Catholic High School.

## **Probation/Behavior Contract**

Students may be placed on probation for a single serious violation of school policy or for an accumulation of less serious violations as determined by the Administration. The terms of a student's probation are determined by the Administration. Violating the terms of the probation may lead to being suspended or dismissed, depending on the extenuating circumstances.

## **Expulsion**

Dismissal is the most serious consequence for violation of school policy because of its finality. It is important to understand that a student may be expelled for a single serious violation of school policy or for the accumulation of less serious violations depending on the circumstances surrounding the infraction(s). In the event of the dismissal of a student from Catholic High School, the procedure for dismissal as outlined by the Diocese of Lafayette will be followed.

### **Expulsion Procedures**

1. The Principal is to notify the parents immediately by phone that the student is suspended for three days away from the campus and that expulsion is being seriously considered.
2. The Principal is to confer with the parents during the three days of suspension at which time an expulsion committee is formed.
3. The Principal then decides whether to reinstate the student, to put the student on probation, or to expel the student upon recommendation from a school expulsion committee.

## **Drug Testing and Controlled Substances Policy**

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Catholic High School mandates student participation in its alcohol and drug screening program. Students are subject to alcohol and drug screening through the utilization of a breathalyzer test, through urinalysis, or through screenings of hair samples. Catholic High utilizes Diocesan-approved, law enforcement-recommended breathalyzer devices. Catholic High employs an outside company for specimen collection and drug screening. Alcohol and drug screenings may be random or specific, based on a student's behavior (see below).

1. Controlled substances include alcohol, nicotine, any other chemical substance not prescribed by a doctor and registered with the school office, or substances deemed potentially harmful by the Administration.
2. Students must bring all medication, whether over-the-counter or prescription, to the school office with a note from a parent and a doctor indicating the dosages necessary during school time. Medication must be brought to school in its original container/package. Students who are found to be taking medication without supervision in the office will be subject to disciplinary action as determined by the Administration.
3. Use, possession, or being in the company of someone using a controlled substance on school property, at a school event, or when representing Catholic High at any event is considered a grave violation of school regulations. Any student violating this regulation is subject to dismissal from Catholic High School.
4. A student whose observable behavior would lead a faculty or staff member to conclude that the student appears to be under the influence of alcohol, marijuana, or any other drugs on campus or at any school-sponsored function or event on or off campus will be referred to the Administration. The Administration will determine the appropriate disciplinary measure to be taken.
5. Upon enrollment as a student at Catholic High School, parents consent to their child being screened for controlled substances. Screenings are NOT published or announced beforehand.
6. Periodic checks of bags, lockers, desks, and automobiles are made by the Administration and/or by trained narcotic detection dogs.

### **Rationale**

The goal of Catholic High's drug testing program is to deter students from using illegal drugs and alcohol. The consequences are designed to assist students in confronting alcohol and drug problems as well as to hold students accountable for breaking rules.

### **Selection**

A set of random numbers is established and individually assigned for identity protection to all students in grades 6-12. Numbers are chosen randomly to facilitate testing on predetermined testing dates.

Students may also be selected if, in the opinion of the Administration, their actions and attitudes show reasonable suspicion that they might be under the influence of a controlled substance. Student athletes are given preference for selection. Students in grades 4 and 5 may also be tested.

## Testing Procedures

Testing may be conducted by CHS Administration and/or the Dean of Students. When a contracted company is used to conduct drug testing, they will conduct the urinalysis under the supervision of the CHS Administration. Students currently taking prescription drugs must notify the Administration before the test. A urinalysis and test screen will determine if drugs are present in the sample. A standard screen covers a period of approximately thirty (30) days. Students refusing to participate will be subject to suspension/expulsion.

## Notification

Parents of all students tested will be notified by email that testing has taken place. The Dean of Students will receive the results from the testing company and will contact the parent(s) of the students who tested positive. The parent(s) and student will meet with the Principal, Dean of Students, Assistant Principal, and Guidance Counselor to discuss the situation. The Guidance Counselor will provide parents/guardians with a list of available services for substance abuse in the community. For all positive test results, the school will begin re-testing sometime after 100 calendar days—in addition to the possibility that the student might be randomly selected.

## Consequences

Any student deliberately tampering with results, falsifying records, or attempting to make financial profit from this test procedure will be dismissed from CHS.

- A first positive test will result in the following consequences: a 3-day out-of-school suspension, a 2-week suspension from all extracurricular activities, and alcohol/drug assessment from a medical professional. Students will pay for regular testing and will be held accountable for 1 calendar year after the first positive test.
- A second positive test will result in the following consequence: a 3-day out-of-school suspension, a suspension from all extracurricular activities for up to 2 months, 5 or more counseling sessions, community service hours, and possible expulsion.
- A third positive test will result in immediate expulsion.

## Uniform Guidelines

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Wearing a Catholic High School official uniform is a privilege. It instills school pride, esprit de corps, a sense of unity, and discipline in students. Students in a Catholic High School uniform are representatives of the school. Conformity to uniform regulations should thus be considered a serious matter. All students are required to be in their complete uniform, worn in the appropriate manner (i.e. shirt tucked in, pants not

sagging or too tight, shoe laces tied, etc.), every day, from arrival on campus, until the end of the school day.

The Administration of Catholic High is the official interpreter of dress code guidelines. Parents and students should check with the Administration before purchasing any school clothing that does not conform to these exact regulations. The words “official” and/or “approved” are used to designate apparel that has been deemed acceptable for wear at Catholic High School. These items are available for purchase at these authorized vendors: School Days, Educational Outfitters, and Lipari’s Sporting Goods.

Failure to comply with any of the following regulations on dress and appearance may result in students receiving a detention and/or being required to call parents to take them home. Class absence caused by having to remedy uniform or appearance infractions will be considered unexcused.

## General Uniform Guidelines

- The official school crest logo must be 2.5” in height and positioned on the left front of all uniform shirts. Its color must be red on white shirts and white on red and black shirts.
- Shirts must remain tucked into uniform bottoms from the time a student arrives on campus until the dismissal bell.
- Only solid white, short-sleeve undershirts are permitted. Undergarments with logos or writing are not permitted. P.E. uniform t-shirts may not be worn as undergarments. Long-sleeve undershirts are not permitted with short-sleeve shirts.
- A belt is required at all times with uniform pants. The belt is 1” or 1 ¼” solid black leather with a plain metal belt buckle. No embellishments are permitted on either the belt or its buckle.
- All uniform pants and shorts must be hemmed with no slits in the side seams.
- Socks must be worn with uniform at all times and must be solid white, black, red, or gray. No-show socks are not permitted. Socks with a simple logo, as determined by the school administration, are permitted.
  - Girls are permitted to wear white, black, and flesh colored opaque tights with uniform skirts. Socks must cover the ankle when wearing the uniform skirt.
  - Boys must wear crew socks to the ankle or mid-calf. Students are not permitted to fold crew socks.
- Administration has the final decision on whether or not a hairstyle is appropriate and meets school regulations.
  - Girls’ hair must be neat. No extreme hairstyles. No bleaching or dying of hair in an unnatural or distracting color. Hair ribbons and bows must be white, red, black, gray, or a combination of these colors. Other hair accessories must be neat and appropriate for a school setting. Feathers and tinsel are not permitted.
  - Boys must be clean-shaven. Beards, mustaches, or sideburns below the middle of the ear are not allowed. Hair must be off the collar in the back, above the ear, and above the eyebrows without the use of styling products. **Extreme hairstyles (including mohawks, dreadlocks, traditional mullets, etc.) are not permitted. Hair may not extend more than two inches off the head in any direction.** Bleaching or dying of the hair in unnatural colors is not permitted. Hair will not be partially shaved. Designs, lettering,

etc... are not acceptable. One warning will be issued to students who fail to abide by this policy, and the student will be given three days to correct the haircut. Detentions are assigned thereafter. If a student habitually violates this policy, he faces more serious disciplinary consequences.

- Hats, caps, and sunglasses are not part of the school uniform and must not be worn on campus. Students who habitually violate this rule face having the hats, caps, and/or sunglasses confiscated.

## Daily Uniform Regulations

| GIRLS  | BOYS   |
|--|--|
| <b>ACCESSORIES</b>   |  |
| <ul style="list-style-type: none"> <li>• Jewelry, makeup, and fingernails must be simple, reasonable, and not distracting for a school setting.</li> <li>• Administration will determine if jewelry, makeup, and fingernails are appropriate.</li> </ul>   | <ul style="list-style-type: none"> <li>• Boys are not permitted to wear any type of earring.</li> <li>• Any neck cords, chains, or bracelets must be simple, reasonable, and not distracting for a school setting.</li> <li>• Administration will determine if jewelry is appropriate for a school setting.</li> </ul>   |
| <b>SHIRTS</b>  |  |
| <ul style="list-style-type: none"> <li>• Red or white long or short sleeve official polo-style shirt.</li> <li>• Black polo-style shirts may only be worn by 8th-12th grade students. Girls must wear the black polo shirts with skirts only.</li> <li>• White long or short sleeve official oxford.</li> </ul>  | <ul style="list-style-type: none"> <li>• Red or white long or short sleeve official polo-style shirt.</li> <li>• Black polo-style shirts may be only worn by 8th-12th grade students.</li> <li>• White long or short sleeve official oxford.</li> </ul>  |
| <b>BOTTOMS</b>   |  |
| <ul style="list-style-type: none"> <li>• Catholic High regulation knee-length plaid skirt. Skirt should be knee-length all the way around; if the skirt rises in the back, a bigger/longer skirt is required.</li> <li>• Uniform pants must be Elderwear We Care-Becky Thatcher or Rifle/Kaynee solid black long pants, purchased from a CHS-approved vendor.</li> </ul> | <ul style="list-style-type: none"> <li>• Pants are to be worn at the waistline and must be of the proper size and length. The faculty and Administration will determine if there is an infringement of this rule.</li> <li>• <b>High school</b> pants must be charcoal gray Elderwear-Mark Twain (50% polyester, 25% acrylic, and 25% rayon) or A+ long pants.</li> <li>• <b>Elementary and middle school</b> must wear long gray Tom Sawyer, Elder, or RK Rifle/Kaynee</li> </ul> |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Elementary and middle school girls may wear regulation plaid shorts, no shorter than knee-length.</li> </ul> | <p>pants or regulation uniform shorts in Tom Sawyer or Elder Brands that are no more than three inches above the knee.</p> |
|---|--|

**SHOES**

|   |
|---|
| <ul style="list-style-type: none"> <li>Boots, cleats and hi-top basketball style shoes are NOT permitted.</li> <li><b>High School</b> students must wear a low ALL BLACK shoe. There must be no other color visible on any part of the shoe. Shoes must be worn in the proper manner with heels inside the shoe at all times. Students will be required to purchase new shoes if the structural integrity of the shoe has been compromised and the shoe can no longer be worn properly. Lace up shoes must be tied.</li> <li><b>Elementary and Middle School</b> students may wear solid black tennis shoes. Tennis shoes must be laced and tied and on feet properly at all times. Shoelaces must be the same color as the shoe. <b>Students will be required to purchase new shoes if the structural integrity of the shoe has been compromised and the shoe can no longer be worn properly.</b> This is especially true of TOMS shoes, which do not hold up well and rarely last an entire school year.</li> </ul> |
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### Dress Uniform Regulations

The following guidelines must be followed when a student is wearing the “dress uniform.” Failure to follow these guidelines on dress uniform days will result in a Level I detention.

| <b>GIRLS</b>   | <b>BOYS</b>   |
|--|---|
| <b>SHIRTS</b>  |   |
| <ul style="list-style-type: none"> <li>Official uniform long or short-sleeve plain white oxford blouse.</li> <li>Official red school sweater or cardigan for girls OR an official Letterman’s jacket may be worn with the dress uniform on cold mornings.</li> </ul> | <ul style="list-style-type: none"> <li>Official uniform long or short-sleeve plain white oxford shirt will have all buttons buttoned and shirt sleeves unrolled.</li> <li>Official uniform ties must be worn correctly and at the appropriate length. The 2014-2015 school year was the final year that the “old” tie could be worn.</li> <li>Students in grades 4-8 will be allowed to remove their ties and unbutton the top button after the completion of Mass.</li> <li>Official black school sweater for boys OR Letterman’s jacket may be worn with the dress uniform on cold mornings.</li> </ul> |
| <b>BOTTOMS</b>   |   |



|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Full-length uniform pants with regulation belt OR plaid regulation skirt of the appropriate length.</li> </ul> | <ul style="list-style-type: none"> <li>• Full-length uniform pants with regulation belt.</li> </ul> |
| <b>SHOES -same as regular dress</b>   |   |

## Outerwear

**Outerwear is worn in addition to, and NOT instead of, uniform shirts.** From the time a student arrives on campus until the dismissal bell, only the following outerwear garments are permitted:

- Official Catholic High School sweater (purchased from an official vendor; black for boys and red for girls)
- Official Catholic High School black, gray, or red fleece jacket or half-zip pullover (purchased from an authorized vendor)
- Official Catholic High School sweatshirt, crewneck only, (purchased from an authorized vendor). **HOODED SWEATSHIRTS MAY NOT BE WORN DURING THE SCHOOL DAY.** Students in violation of this rule may have their hooded sweatshirt confiscated.
- Letterman jacket
- Official team or organization outerwear may be worn with coach/moderator approval.
- Blankets are not considered outerwear and, therefore, are prohibited.

## Extreme Cold Weather

During extremely cold weather, students may be allowed to wear a wider selection of appropriate outerwear on campus. Students are to remove these garments **before** entering any building (main building, cafeteria, library, gym, etc.).

## Out-of-Uniform Permission

Out-of-uniform permission will be granted at the discretion of the Dean of Students. Any approved alteration of the school uniform must not alter the color of the official school uniform. If a student must wear a different shoe, that shoe must be of the same color as the uniform regulation shoe. A long-term out-of-uniform request must be accompanied by a letter from a physician with a detailed explanation of the purpose and time frame for the out-of-uniform pass.

## Special Dress Days

**Current year** spirit shirts are allowed with uniform bottoms on specifically designated days. Shirts **MUST** be tucked in, and the rest of the uniform must be worn on these days. Additional dress days will be allowed at the discretion of the Administration. Guidelines will be provided in advance.

## **Pay-to-Dress, Free Dress, Theme Dress Guidelines**

Pay-to-dress days will be held on the first Monday of each month and/or as announced. Students who choose to participate in pay-to-dress days must abide by the following dress guidelines which are aligned with our standard dress code for students: no tank tops, sunglasses, baseball caps, ripped jeans exposing skin - particularly above the knee, pajama pants, or flip flops are permitted. Shoes must have a back. Slippers are not shoes. Clothing that is political in nature is not permitted. Clothing that is too revealing or tight is not permitted. Knee-length shorts are allowed ONLY for students in grades 4-5. Reminders/exceptions to these norms will be communicated via email to students and parents in advance of special free dress or theme dress days.

## **P.E. Uniforms**

All students are to wear regulation P.E. uniforms that consist of the P.E. shirt and shorts that are available through the Physical Education Department at Catholic High School. Jewelry of any kind is not permitted during P.E. class. Students who have PE at first period must come to school in full school uniform, including regulation shoes, and must change into their PE uniforms at the beginning of first period PE.

## **Tattoos and Body-Piercing**

Visible tattoos and body-piercing of any kind are not permitted. Writing or drawing on the body or uniform is not permitted. The Athletic Handbook may have additional guidelines specific to sports uniforms and athletic events.

## **General Policies**

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### **Asbestos**

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a Management Plan has been prepared and approved by the State Department of Environmental Quality (DEQ) and is administered by trained and qualified personnel. This management plan is available for review in the high school main office upon request during regular school hours.

### **Athletic Eligibility**

Catholic High School is a member of the Louisiana High School Athletic Association (LHSAA). Consequently, a CHS student-athlete must:

- Be a good citizen. A student must meet eligibility requirements and be in good standing with the school.

- Be a bonafide student. A player must be a bonafide student of an LHSAA member high school (as is Catholic High) by being properly enrolled in the school and must be in regular attendance at that school.
- Not be 19 years of age before September 1 of the current year.
- Meet the requirements of the LHSAA scholastic rule.
- Not take part in any branch of athletics not sponsored by the school while a member of a school team or squad in that same sport.
- Have the following paperwork complete before he/she is eligible for tryouts and/or any other athletic participation: a completed enrollment contract, LHSAA physical form, LHSAA athletic participation form, LHSAA substance abuse/misuse contract, signed sportsmanship policies and a Catholic High medical release.
- LHSAA governs athletics in grades 9-12. Catholic High extends these guidelines to include athletes in all grades.

Information regarding athletics is contained in the CHS Athletic Handbook.

## Automobiles and Parking

Each student must register the car he/she intends to drive to school with the office at the beginning of the year. Students must purchase a parking permit which must be hung from the rearview mirror of the automobile. The number on the tag corresponds to the student's assigned parking spot. There is a fee of \$60.00 for parking permits to be paid upon billing. Replacement cost is \$5.00 and billed to parents. Administrators make periodic checks of the parking lot.

Automobiles with stickers deemed inappropriate by Administration will not be allowed to park on campus. Cars driven to school must be parked, locked, and vacated upon the student's arrival at school. There is to be no returning to cars without permission from the Administration until dismissal from school. There is to be no loitering in the parking lot at any time. Students and parents must observe the campus speed limit of 10 mph.

Catholic High School assumes no liability for damages to any car, motorcycle, or bicycle of any student or any materials left in or connected to these vehicles damaged by acts of vandalism, accidents, theft, storms, etc. Students are advised not to leave automobiles on campus while they are attending overnight activities.

Students and parents must observe designated parking areas. Students may not park in the faculty area. Cars must not be parked so as to block a driveway or another car, must not be parked parallel so as to use more than one parking space, and must not be parked on any grassy area.

Students and parents should observe the one-way entrance and exit signs for the parking lot along de La Salle Drive. Students and parents should not drive across the grass medians.

The parking lot at the Admiral Doyle Drive/Bank Street entrance to the campus is reserved for faculty and visitors to the Administration building. ***This parking lot is not to be used to drop off or pick up students.***

Failure to follow any of these guidelines may result in loss of campus driving/ parking privileges and/or other disciplinary action as determined by the Administration.

## Cafeteria

The Food and Nutrition Program of the Diocese of Lafayette manages the school cafeteria. The purpose of the Food and Nutrition Program at CHS is to ensure the service of attractive and nutritious meals and to comply with federal, state, and local regulations.

1. All elementary students in grades 4 - 5 are required to participate in the school lunch program and will be billed monthly.
2. All students will be required to pay for lunch in advance. This advance payment shall establish a food service account for the student.
3. The School Food and Nutrition Manager will bill the students as needed for food purchases. The food service bill will be sent home with instructions to make checks payable to School Nutrition Program.
4. The school-issued identification card will serve as each student's food service card. The food service cashier will scan the card as the student leaves the serving line. **Students may not borrow or loan student identification cards. This is prohibited by federal and state regulations. Students who borrow another student's identification card will be disciplined.**
5. Foodservice charges are withdrawn as the student receives a meal. Extras or seconds will be sold, and when purchased by the student, the appropriate amount will be deducted from the student's food service account. This will leave a balance, which may not cover meals for the remainder of the month. Whenever the balance becomes low, the student will be told to make another advance payment.
6. Parents who want the food service account used only for the purchase of a single meal daily should notify the School Nutrition Manager. Per state policy, extra servings or second meals can only be purchased along with a subsidized lunch. Milk and juice are exceptions.
7. Inappropriate behavior or rudeness to cafeteria personnel will result in disciplinary actions.
8. Students with an outstanding balance will not be allowed to take exams and will be given an incomplete (I) on their report card.

## Calls and Emergencies

Since the use of cell phones is not allowed on campus during school hours, the school makes a telephone available for use by students in the high school office for school business and emergencies ONLY. Only in the case of medical or other such emergencies may students be contacted at school.

## Conduct on Buses

Catholic High students must comply with the regulations of Iberia Parish concerning conduct on school buses. Each bus driver will make riders aware of the regulations for his/her bus. The bus driver will report those students who are in violation to the Administration of CHS for appropriate disciplinary measures.

## **Copies**

Catholic High students must use the copy machine in the library when it is necessary that they make copies. Students may not ask building secretaries to make copies. Students may not go to teacher workrooms, offices, or the Guidance department to make copies.

## **Crisis Plan**

Catholic High has a detailed crisis plan in place. Faculty have been inserviced, and students must follow faculty/administrative directives. Plans are posted in all rooms and periodic drills are held. In the event of an emergency, all entrances to the school grounds will be sealed and no one allowed in or out except under the advice of the proper authorities. Procedural communications will be provided through the usual outlets as deemed prudent (email, websites, school blog, media outlets, etc.).

## **Dances and Socials**

### **Attendance**

1. Student ID cards may be required for students' admittance to a dance.
2. Anyone who is a non-Catholic High student seeking admittance must follow the procedure for admittance obtained from Administration.
3. Appropriate dress is required whether the dance is casual, semi-formal, or formal.
4. Once a student leaves the dance, he/she must leave the property.
5. Students must pay attention to announcements regarding the dress, time, place, price, and duration of a particular dance.
6. Students and their dates must adhere to normal school rules regarding conduct during dances.
7. Failure to follow these guidelines may result in expulsion from the dance by the designated school official, an accompanying phone call to the parents, and/or other disciplinary actions.
8. Special dances (Homecoming, Prom, etc.) may have guidelines other than those mentioned above.
9. Party buses are not allowed to park on campus.
10. Students and their dates must be inside 30 minutes after the posted start time and may not leave the dance until the posted end time.
11. Students below the 9th grade or not 14 years of age generally are not admitted to high school dances without the approval of the principal.
12. Only Catholic High students in grades 6-8 may attend mixers for these grades. Generally, middle school dances are two hours in duration.
13. Students are subject to random Breathalyzer checks at all dances.

## **Dress Guidelines and Procedures**

All dances at Catholic High School are events that reflect the philosophy of the school and the teachings of the Catholic Church. Among the most important considerations is adherence to Church teachings regarding modesty. With this guiding policy, CHS sets forth the specific dress guidelines and procedures for Catholic High students and their dates. These are communicated well in advance of the event so that participants have adequate time to adhere to expectations.

## **Electronic Devices**

Personal electronic devices are not permitted in any grades. These items include but are not limited to wearable technology, such as smartwatches, personal laptops, tablets, iPads, laser pens, audio and video recording devices, gaming devices, and personal music devices. Items may be confiscated and students will be issued a Level II detention.

**Only wired earbuds or headphones are permitted.** AirPods and similar wireless technology are prohibited at all times. Earbuds and headphones are not to be worn outside of a teacher-approved activity.

## **E-mail Addresses for Faculty and Staff**

All faculty and staff may be reached via e-mail. Most e-mail addresses follow the format <first name.last name>@chspanthers.com. Faculty may also be e-mailed through FACTS SIS or the school's website.

## **Emergency Drills**

Students should know the exit route for each room; routes are posted in classrooms. Students should move in single file out of the building as directed. They shall remain silent throughout the drill. The drill is over when the all-clear tone is sounded. No student should tamper with fire extinguishers, fire alarms, or other safety devices. Since the rules outline a very important safety procedure, any violators of the above regulations will be subject to suspension, expulsion, or other disciplinary measures.

## **Field Trips**

Field trips are important academic experiences that take learning beyond the walls of the classroom. Students who choose not to attend a field trip or those who cannot attend because of other activities will receive related work to complete. Students should be reminded that refunding of costs may not be possible for those who pull out of a field trip. Students must realize that attending field trips is a privilege. Disciplinary issues may result in loss of these privileges. Students with serious academic or disciplinary incidents, or those who are not in good financial standing with CHS, can be kept from participating in class field trips sponsored by Catholic High School.

## **Forgery**

Because of the importance of communication between students, teachers, parents, and the school Administration, the falsification of any correspondence is regarded as a serious violation. Students

involved in this type of dishonest behavior will be subject to suspension, expulsion, or other disciplinary measures.

## **Forms and Permission Slips**

Forms and permission slips serve not only as school documentation but also as notification to legal guardians of activities involving their child(ren). While attending Catholic High, all students, regardless of age, must have all school-issued forms and permission slips signed or e-signed by a parent or legal guardian. They may not self-sign any school-issued document, even if they have reached the legal age of majority.

## **Fundraising, Collection, Solicitation, and Sales**

According to Diocesan policies, all funds, activities, or organizations affiliated with Catholic High School are under the supervision of the Principal and the Advancement Director. All fundraising activities must be coordinated through and have the approval of the Advancement Director as authorized by the Principal. The name of Catholic High School may not be printed on items without the permission of CHS Administration. As the school is neither a public forum nor a public property, no person is allowed to distribute any type of printed materials on campus without the permission of the Administration.

## **Grievances**

When a school employee or the parent of a student at the school believes that a rule, regulation, or policy has been violated, misapplied, or misrepresented, and that person has not had the problem satisfactorily resolved at the school (starting with teacher/ moderator/coach and ending with the Principal), an appeal may be made. Grievance procedures must be approved by the Chancellor in order to take place.

## **Insurance**

There is no mandatory school insurance for students. All athletes must have insurance coverage through the school-sponsored option or personal coverage to participate in sports.

## **Library**

It is the responsibility of each student at Catholic High School to abide closely by the following regulations so the library can best serve the needs of all students.

- The library may be used by all students and staff members during posted hours unless otherwise restricted.
- Individual students must use the sign-out and sign-in procedure for leaving class; no more than one student is allowed out of class at a time.
- The librarian is available to assist anyone in finding library material.

- The copier is available for student use. Students have a default monthly copy allowance. Additional funds may be added as needed upon request.
- A student's official school-issued identification card is required to check out materials from the CHS library.

### **Library Circulation**

- Books may be circulated for two weeks. They may be renewed once for an additional two weeks provided another student has not requested them.
- Reference books may be checked out only with permission for one (1) period or overnight and are due at 7:50 am the following day. Overnight books must be checked out at the end of the school day.
- Current issues of magazines cannot be checked out. Back issues of magazines can be checked out for two weeks. They can be renewed one time.

### **Conduct in the Library**

Students should return books, magazines, and other materials used to the proper places on the shelf. Students are required to sit in chairs properly. Students who report to the library during class hours may not leave without the librarian's permission. No conduct will be allowed which disturbs others. The librarian will apply appropriate disciplinary measures toward students not in compliance with the above conduct rules. Any misuse of school equipment or materials will lead to disciplinary action.

### **Library Fines and Penalties**

A fine of five cents per school day will be charged for each day a book is overdue. A fine of \$1.00 will be charged for each day an overnight book is not returned on time and may result in further disciplinary action. Students losing books, magazines, etc. are responsible for the purchase price of these items. Any student owing a fine or having overdue books will not be allowed to check out anything else until books are returned or renewed and the fine is paid. Fines assessed are to be paid in the library at the circulation desk. All library material must be turned in before a student can take his/her final exams.

### **Lockers**

Since lockers are school property, students have no expectation of privacy in the use of their lockers. The school is co-tenant of all lockers and desks; therefore, the Administration reserves the right to inspect the school's lockers and desks.

1. All students in grades 6-12 will be issued a locker. CHS assumes no liability for lost or stolen books, school supplies, or personal belongings. Students who wish to have a lock on their lockers must obtain one through the school office. Locks may NOT be brought from home. Locks require a \$5 deposit, which will be returned at the end of the school year once the lock is turned in.
2. Lockers shall be kept neat and clean.
3. No paper or poster can be placed on the outside of a locker or other surface without approval of an appropriate moderator who will assign a removal date and specify the type of adhesive that may be used. Students may not deface lockers in any way.



4. Food shall not be kept in the lockers overnight.
5. A student may use only the locker assigned to him/her.
6. If there are violations of locker use regulations, appropriate disciplinary measures will be taken as determined by the Administration.
7. Lockers should be kept closed when not in use.

## Lost and Found

Catholic High is not responsible for lost or stolen items. Students who have lost items should, themselves, check the lost and found bins in all buildings. Unclaimed articles will be donated to charity quarterly. Parents are advised to label students' clothing (e.g., sweaters, sweatshirts, PE clothing, tennis shoes) with indelible markers.

## Medicine

School personnel will administer prescription or nonprescription medication with a consent form completed by parents and physicians.

- All medication must be kept in the school office.
- Students are not allowed medicine in their possession on campus at any time or on school-sponsored activities. Exceptions will be made for life-threatening diseases such as asthma with written notification from the student's health care provider.
- Parents should bring all medication to the school office and must complete a Medication Permission Form.
- All medications, whether prescription or over-the-counter, should be in the original container and placed in a clearly labeled zip-lock bag.
- Ordinarily, the students will report to the office during their lunch periods and sign the medicine log before taking medication.

## Participation in School-Sponsored Activities

In order *to attend as a spectator or participant* any after-school activity, students must be present for 4 periods. Students not in good standing with the school may not be allowed to participate in school-sponsored activities.

## Political Involvement

Catholic High School, as a non-political entity, will not support or oppose any candidate for political office. It is therefore the policy of CHS that no person performing volunteer work on behalf of, or employed by, Catholic High School, or representing Catholic High School in any matter, shall, at the time of performing duties for or representing Catholic High School, promote the support of or opposition to any political candidate in any form or fashion.

This policy will not prohibit campaigning and advertising by political candidates at the properties of Catholic High School, at its various school functions and/or in its various publications, provided all such political office candidates have equal access and opportunity to such campaigning and advertising allowed by CHS, and provided further that the mode and extent of such campaigning and advertising shall be subject to the mandatory prior approval of the CHS Administration.

## **Posters and Printed Material**

No printed materials, circulars, advertisements, or similar material may be distributed on campus or at any school-sponsored function unless approved by the Administration. Approval will be based on the determination that such printed materials adhere to the educational standards of Catholic High School. The moderator of the sponsoring activity and the Student Activities Director must first approve posters or advertisements concerning school-sponsored activities. The Administration reserves the right of final approval. Posters, banners, and flyers must be attached with approved adhesive and removed soon after the event has taken place. Anyone violating the above procedure will be referred to the Administration for appropriate action.

## **Religious Activities and School Conflicts**

If there is a conflict between a required religious activity for a student (e.g. confirmation class or retreat) and a school activity, the religious/church activity will always take precedence. There will be no penalty of any type for the student missing the school activity. This policy does not prohibit the student from asking to be excused from a part of the religious activity. If there is a conflict between an optional religious/church activity and a school activity, a common-sense approach is expected. The moderator/coach of the school activity will make the final decision concerning the student's status as excused or unexcused from school responsibilities.

## **School Restrooms and Locker Rooms**

School restrooms and locker rooms are to be used for their exact intended purpose. Students may not

- loiter in the restroom or locker room.
- be more than one to a stall.
- use their cell phone in the restroom or locker room.
- climb stall walls or bathroom fixtures
- use the restroom for misbehavior or misconduct intentionally out of sight of the duty teachers
- write on restroom or stall walls

Behavior events in the restroom are recorded as Level II behavior events, at a minimum.

## **School Grounds and Facilities**

No one may use school grounds or facilities without proper supervision and prior permission from the Administration.

## **School-Sponsored Trips**

On any school trip, including those to and from athletic events, students must go and return on the means of transportation provided by the school and must remain for the entire event. Parents should request an exception in person or in writing from the teacher, moderator, or coach prior to the event. School dress is required on any trip unless otherwise specified, and all appropriate school regulations remain in effect. Any student embarking on a school-sponsored trip must have an appropriate permission slip signed by parents, teachers, and moderators. The Administration and individual teachers reserve the right to deny students' requests for participation based on a student's academic and disciplinary record and on the family's good financial standing with CHS.

## **Sexual Identity Policy - Diocese of Lafayette**

Catholic High School is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles

affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex

curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see *Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education*, Congregation for Catholic Education, published on June 10, 2019)

## Spiritual Growth and LaSallian Service

Catholic High considers our LaSallian and Carmelite heritage to be of utmost importance, and so we honor that by teaching our students the importance of service and spiritual growth. All students will have to complete a required number of Spiritual Growth and LaSallian Service Hours appropriate to their grade levels. These requirements, along with submission guidelines, will be included in religion teachers' management plans and discussed in class.

## Student Demographic Information

Parents are asked to keep their children's demographic information (e.g., address, phone number, legal custody, medical information) current. Information on file is viewable in the "Family Information" section of Family Portal. Any changes in this information should be e-mailed to [pwilliams@chspanthers.com](mailto:pwilliams@chspanthers.com) for updating. Parents are urged to supply the office with the names and phone numbers of LOCAL family or friends who may be contacted in case of illness or emergency. If a student asks to leave school during the day due to illness, he/she will be allowed to leave school ONLY if a parent or identified emergency contact arrives at school to pick up the child or gives permission over the phone for the student to leave campus.

## Student Search

Catholic High School recognizes its contractual relationships with the students. Part of the contractual agreement contains the rights of the school to exercise reasonableness under all circumstances in the area of search and seizure.

For Catholic High, the conditions for reasonableness are twofold. Such justification includes suspicion that the search will turn up evidence that the student has violated the law or rules of the school.

- First, the officials of Catholic High make a determination of whether the search is justified at its inception. In other words, the officials of Catholic High have reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.
- Second, the search conducted must be reasonably related in scope to the circumstances that justified the search in the first place. Reasonably related in scope means (1) the type of search conducted by the officials of CHS is reasonably related to the objective of the search and (2) the search is not excessively intrusive in light of the student's age and sex and the nature of the infraction.

## Textbooks

If a student loses a textbook, he/she may not take the final exam until the book is paid for.

## Transportation

Students must be picked up after school no later than 3:30 p.m. After this time, students will be sent to after school care, and parents may pick students up in the aftercare room. Parents will be billed on an hourly basis for this service. This policy is implemented for the safety of your child/children. Teachers are on duty until 3:30 p.m., and offices close at 3:30 p.m. Parents are reminded that there is no supervision of students on school grounds before 7:15 a.m. and after 3:30 p.m., other than for school activities directed by Catholic High personnel.

**Buses:** For information concerning buses, please contact the Iberia Parish Transportation Supervisor at 365-2341, extension 120. School buses will enter the Catholic High School campus at the light on Admiral Doyle Drive at Bank Street and proceed to the bus canopy and exit the same way.

**Cars:** Cars enter campus through the right-side entrance on de La Salle Drive. Parents must not drop off or pick up children in the area of the Administrative Offices or bus loop (Bank Street entrance). Parents are asked to be conscious of not blocking traffic in driving lanes or parking lots and to respect nearby residential property.

**Walkers:** Students who will be leaving campus on foot (including walking to area businesses) must have a note on file granting us permission to allow your child to leave school unsupervised. Fourth and fifth graders may only leave if accompanied by an older student, who must be specified in the written permission slip. **Please note: Once students leave campus, they will not be allowed to return, unless they are returning and remaining under the supervision of an adult for a school-sponsored activity.**

## Tuition Collection Policy

All matters regarding tuition should be referred to the Tuition Accounts Office in the Administration Building. The following Advisory Council policies govern the collection of tuition at Catholic High:

- If a student leaves Catholic High during the school year, tuition and fees remain due and payable for the remainder of the year. This will apply after the date of July 1, when the first payment is considered due. If they leave before July 1, the family is not held to the policy stated in the handbook. A meeting will be scheduled for each individual case if the student leaves during the school year or after July 1 of the new school year.
- Payment is due by the fifteen (15th) of the month. If payment is not received by the sixteenth (16th) of the month, it is considered past due and a \$25.00 late fee will be added to the account
- Any past due accounts will be referred to the Tuition Assistance and Collection Committee for further action.
- No exams will be given for any student with an outstanding balance; the student's final grade will be considered incomplete until the balance is paid in full. Students must take exams within two weeks of the last day of the previous semester. Any student with an outstanding balance in the first semester who has not taken exams by the end of the two weeks will be dismissed from CHS. No student with an outstanding balance will be allowed to register or be readmitted for the next school year.

- Once an account is past due, ALL monies received will be applied directly to the outstanding tuition balance regardless of any other indication or instruction.
- A student is prohibited from participating in any athletic or extra-curricular activity as long as applicable fees are outstanding. Paid field trips may also be forfeited if tuition and fees are not up to date.
- Payment in full by July 1st for the following year will result in a \$100.00 reduction in tuition and fees.
- Registration is non-refundable. The only exceptions are moving out of town or the Catholic High School Administration no longer allows the student to return. If a family applies for Tuition Assistance and is denied, the registration is not refundable, although the family may request a meeting with the tuition assistance committee to discuss this decision.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it is infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

## **Tryouts and Elections**

Students must be enrolled for the upcoming school year in order to participate in tryouts or elections for that year. This includes spirit groups, athletic teams, officer elections, etc. All students must have a current physical on file before they can try out for any team.

## **Unwed Pregnancies**

Catholic Church teachings do not condone unwed pregnancies; however, when an unwed pregnancy does occur, the Administration will counsel those involved in a Christ-like manner and follow Diocesan Policy.

## **Visitors and Deliveries**

The safety of students, faculty and staff is of major concern to Catholic High School, as is the continuity of the educational process. Thus, the presence of visitors on campus will be severely restricted.

- All visitors to the campus, including parents and alumni, should report to the main office upon arrival to receive a visitor's pass.
- Students may not have personal visitors on campus unless these visitors are approved by the Administration.
- Deliveries of lunches, flowers, balloons, presents, etc. will not be allowed at lunch time or during the school day.
- Additionally, since teaching the value of responsibility is of importance in the education of CHS students and it is important that CHS students take responsibility for their actions and the consequences thereof, NO material (textbooks, assignments, projects, personal items) should be

brought to the offices by parents during the school day as classes will NOT be interrupted for such deliveries.

- Students who arrive late may not bring fast-food lunches with them to be eaten at school at any time other than 8-minute break or lunch.

# Internet Safety Policy

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In order to provide the most current information available, Catholic High School provides students and employees access to online electronic materials. However, users should be aware that some information may be inaccurate, outdated, or offensive. The use of these resources carries a responsibility to evaluate the quality of the information accessed.

## Purpose

It is the policy of Catholic High School to

- a. prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
- b. prevent unauthorized access and other unlawful online activity;
- c. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d. comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 54(h)].

## Access to Inappropriate Information

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information on all computers and for all users. Specifically, as required by the Children’s Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Catholic High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

1. unauthorized access, including so-called hacking, and other unlawful activities; and
2. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## Supervision and Monitoring

- Procedure for disabling or otherwise modifying any technology protection measures is the responsibility of the Technology Director or designated representatives.



- Installation and operation of any Internet filtering system on Catholic High School computers by no means preclude staff, students, and community members from their duty to use Catholic High School network services responsibly. Should any student fail to abide by the Catholic High School Internet Safety Policy as well as the applicable Responsible Use Agreement he/she may face loss of computer privileges and/or disciplinary action.
- Catholic High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications, and safety threats.

## Definitions

Key terms are as defined in the Children’s Internet Protection Act (CIPA):

**TECHNOLOGY PROTECTION MEASURE** — The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

**OBSCENE** — as that term is defined in section 1460 of title 18, United States Code; **CHILD**

**PORNOGRAPHY** — as that term is defined in section 2256 of title 18, United States Code; or

**HARMFUL TO MINORS** — The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- SEXUAL ACT; SEXUAL CONTACT** — The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

## **Student Responsible Use Agreement (RUA)**

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Catholic High School is committed to moving students and staff forward in a twenty-first-century learning environment. Our goal in providing electronic information resources, including access to the Internet and network files and accounts, is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of computers, the Internet, and other online services supports education and research consistent with the educational mission of Catholic High School.

### **Purpose and Introduction**

The Responsible Use Agreement (RUA) outlines the guidelines and behaviors that users are expected to follow when using school technologies. This agreement should be followed any time that school technologies are being used.

- a. Catholic High School's technology and networks are intended for educational purposes only.
- b. All activity over the network or while using the school's technologies will be monitored and retained.
- c. Access to online content via the CHS network will be filtered in accordance with its policies and regulations, including the Children's Internet Protection Act (CIPA).
- d. Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- e. CHS makes a reasonable effort to ensure users' safety and security online, but will not be held responsible for any harm or damages that result from the use of school technologies.
- f. Users of the district network or other technologies are expected to immediately alert school personnel of any concerns for safety or security.

### **Disclaimers**

Catholic High School has taken precautions to restrict access to controversial materials by filtering its Internet access and by monitoring student use. However, users may encounter offensive and controversial material on the Internet. Any inadvertent breaches of this policy must be immediately reported to the appropriate teacher or administrator.

Catholic High School makes no warranties of any kind, whether expressed or implied, for the access it provides; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. Catholic High School denies any responsibility for the accuracy or quality of information obtained through electronic information sources.

School and network administrators and their authorized employees monitor the use of information technology resources and may use data found on the school's information networks to further the health, safety, discipline, or security of any student or other person or to protect property. They further reserve the

right to examine, use, and disclose any data found on social media sites should it cause disruption to the instructional environment.

## **Technologies Covered**

Catholic High School may provide the privilege of Internet access, computers, cameras, video conferencing capabilities, collaboration tools, email, and more. As new technologies emerge, CHS may provide access to them. The policies outlined in this agreement are intended to cover all available technologies, not just those specifically listed or currently available.

This RUA applies to both school-owned technology equipment, used either on or off campus, and privately-owned devices accessing the CHS network while on school property.

## **Usage Policies**

All technologies provided by the district are intended for educational purposes.

- a. Users should follow the same responsible use when using school devices both on and off the school network.
- b. Users are expected to treat all school devices with extreme care and caution.
- c. Users should report any lost, stolen, or damaged devices to the Technology Director immediately.
- d. Users will be financially responsible for any damage beyond normal wear and tear or those caused by negligence or abuse, i.e., liquid damage, dropping the device, damage from carrying outside the case, etc.

## **Web Access**

Catholic High School provides its users with the privilege of access to the Internet, including websites, online tools, and other resources. Access to the Internet will be restricted as required to comply with CIPA policies and in line with the school's mission, vision, beliefs, and policies. Internet activity and monitored and recorded, both on and off campus.

Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent it when browsing the Internet, including the use of personal cellular hotspot devices. Attempting to do so will result in disciplinary action.

## Unacceptable Uses of Technology

- Accessing information that does not support educational purposes:
  - Sexually explicit sites.
  - Sites that support hate or discrimination.
  - Sites that support violence or illegal activities.
  - Sites that support academic dishonesty.
  - Sites that violate the school's social media policy.
  - Use of proxies or anonymizers to access sites to circumvent any network security measures in place.
  - Use of a personal cellular hotspot device.
- Publishing (sending, forwarding, posting) inappropriate information:
  - Communications containing language that is obscene, profane, sexually explicit, lewd, vulgar, rude, disrespectful, threatening, or inflammatory.
  - Communications containing harassment, personal attacks (including prejudicial or discriminatory language), or hate mail (spreading false or defamatory material about a person or organization). This also includes any form of cyberbullying.
  - Sending (including forwarding) chain letters or spam (annoying or unnecessary messages to large numbers of people).
  - Using references to Catholic High School on any unauthorized web pages.
  - Publishing information about yourself or others that would put privacy and/or safety at risk.
- Abusing technology resources:
  - Using any personal technology for non-academic purposes without permission during school hours.
  - Using any school-provided technology for non-academic purposes without permission at any time.
  - Using the network in ways that disrupt network use by others.
  - Using the network to engage in illegal activity.
  - Downloading, installing, or storing malicious software on school systems.
  - Wasting finite resources; for example, bandwidth, paper, toner, etc.
  - Using school technology resources to conduct a business or for another unauthorized commercial gain.
  - Using school-provided services to sign up for any services not approved by Catholic High School.
  - Disconnecting or taking cables, mice, or other accessories.
  - Using any electronic device to record audio or video media or take pictures of any student or staff member without their permission.
- Safety and security issues:
  - Failing to keep personal passwords confidential.
  - Failing to log off when finished using a computer.
  - Using the password of another person.
  - Misrepresenting yourself or someone else online.
  - Entering credit card numbers and purchasing materials or services online.
  - Hacking or otherwise accessing accounts of others, even if the location is left unlocked.
  - Spoofing or otherwise falsifying the source of network traffic, including emails.
  - Creating or propagating computer viruses or overloading the school's network resources.

- Copyright/piracy issues:
  - Downloading or exchanging pirated or illegally obtained software.
  - Violating vendors' terms of service and privacy policies.
  - Copying, modifying, distributing, displaying, or transmitting the work of another without contacting the owner for permission (material on most websites is protected by copyright).
  - Cracking/spreading or otherwise copying or distributing commercial software.

\*This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## Cyberbullying

Any form of cyberbullying will not be tolerated. Some examples of cyberbullying include

- a. Flaming - Online fights using electronic messages with angry or vulgar language.
- b. Harassment - Repeatedly sending nasty, mean, and/or insulting messages.
- c. Denigration - "Dissing" someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.
- d. Impersonation - Pretending to be someone else and sending or posting material to get that person in trouble or damage their reputation.
- e. Outing - Sharing someone's secrets or embarrassing information or images online.
- f. Trickery - Tricking someone into revealing secrets or embarrassing information and then sharing it online.
- g. Exclusion - Intentionally and cruelly excluding someone.
- h. Cyberstalking - Repeated, intense harassment and denigration that includes threats or creates significant fear.

*\*From "An Educator's Guide to Cyberbullying and Cyber-Threats," by Nancy Willard*

Engaging in cyberbullying to physically or emotionally harm another person will result in disciplinary action and loss of privileges. In some cases, cyberbullying is a crime and will be reported to the proper authorities.

## Consequences for Misuse of Technology

The use of electronic information resources is a privilege, not a right. Technology usage, including electronic communications, cannot cause disruption to the school environment or normal and acceptable school operations. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person or to protect property. They further reserve the right to examine, use, and disclose any data found on social media sites should it cause significant disruption to the instructional environment. They may use this information in disciplinary actions and will furnish evidence of a crime to law enforcement.

Students found to be in violation of this Responsible Use Policy will receive consequences according to the severity of the offense. Consequences can include loss of conduct points for minor violations of the Responsible Use Agreement, fines for mishandling school-owned devices, and detentions or suspensions for serious violations of the responsible use agreement / serious mishandling of school-owned devices. Habitual offenders face additional disciplinary measures at the discretion of the Administration and/or legal action and prosecution by the proper authorities. Anyone accused of any violation has all of the rights that would normally apply if such a person was accused of school vandalism or any other illegal activity.

## Google Apps Student Accounts

Catholic High School utilizes G Suite for Education, an online collection of collaboration and productivity tools. Accounts are assigned to all students for the purpose of communication, collaboration, and research. Student accounts for grades 4-8 will be restricted to communication within the chspanthers.com domain only. There is no expense associated with this access and no need for Internet access at home in order to participate.

- The G Suite account, while assigned for individual student use, is the property of Catholic High School. Catholic High School reserves the right to retrieve the contents of student accounts for legitimate reasons, such as to find lost messages, conduct internal investigations, comply with investigations of wrongful acts, or recover from system failure.
- Student accounts will be suspended upon graduation, in the event the student discontinues enrollment, regardless of reason, or for inappropriate use while still enrolled.
- Accounts are filtered, monitored, and archived according to school policy and federal laws. Catholic High School reserves the right to intercept, store, archive, delete, or view such emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved. Email is not guaranteed to be private.
- Students are responsible for the content associated with their accounts and should not share their passwords. Students will not use their accounts to provide any personally identifying information.
- Catholic High School scans all inbound and outbound e-mails, plus attachments, for viruses, but does NOT guarantee such messages to be virus free. Catholic High accepts no responsibility for any damage caused by sending or receiving e-mails through our e-mail system.
- All e-mails sent from school accounts have the following legal notice appended to the content:

*"This e-mail is confidential and is intended solely for the use of the individual or group to whom it is addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of Catholic High School. If you are not the intended recipient, be advised that you have received this e-mail in error and that any dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. Please note that Catholic High School may monitor and intercept e-mail communications."*

## Wearable Technology

Wearable technology, such as smartwatches and AirPods, has created increased distraction and opportunity for cheating in classrooms. From a teacher's perspective, wearable technology is very difficult

to police. From a student's perspective, wearable technology is difficult to ignore. For these reasons, wearable technologies are currently prohibited on campus.

## **Definitions**

**Illegal activities** shall be defined as those that violate local, state, and/or federal laws.

**Inappropriate use** shall be defined as a violation of the intended use of the network and/or purpose and goal.

**Obscene activities** shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

**Privacy** should be respected at all times. Students should not reveal personal information such as home addresses, phone numbers, passwords, credit card numbers, social security numbers, etc.; this also applies to others' personal information or that of organizations.

**Responsible use** means that a student uses the Internet and other electronic information resources in a manner consistent with the mission, vision, and beliefs of Catholic High School, abiding by the rules and regulations as described in this agreement.

**Security** refers to all measures adopted to prevent inappropriate activity on Catholic High School computer systems. This is a high priority because of multiple users. Any security concern must be reported to the classroom teacher for further reporting and investigation.

**Social media** refers to the various online technology tools that enable people to communicate easily via the Internet to create, share, and exchange information and resources. Social media can include text, audio, video, images, podcasts, blogs, and other multimedia communications.

**Vandalism** refers to any malicious attempt to harm or destroy property or data. This includes but is not limited to, abusive overloading of data on the server and the transmission or creation of computer viruses.

## Chromebook Programs

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The exchange of information has been redefined by an expanding global digital infrastructure and the evolution of mobile technologies. Students, therefore, must have access to resources and tools that they need to create, problem-solve, and learn in today's world. Catholic High School has adopted a 1:1 program to provide these tools and resources.

Students at all levels have access to Chromebooks in their classrooms throughout the day for purposeful and age-appropriate learning activities. Device usage shall be teacher-directed.

### **Grades 4-8 (Lower School)**

Classrooms for grades 4 through 8 are equipped with carts of Chromebooks for student use. The Student Chromebook Policy for Grades 4-8 is a condition of enrollment and can be reviewed [here](#).

### **Grades 9-12 (High School)**

Students in grades 9-12 have individually assigned Chromebooks. The Student Chromebook Agreement is a condition of enrollment and can be reviewed [here](#).

### **Management**

All Chromebooks are managed by the Catholic High School IT Department via the Google Admin Console and GoGuardian. GoGuardian is a tool that allows us to block sites deemed inappropriate or unnecessary in an academic setting. Filtering and monitoring of activity happens both on and off campus, as well as during home use of school devices and G Suite accounts. GoGuardian's full privacy statement can be found at <https://www.goguardian.com/privacy-information/>. Catholic High School's Privacy Policy is available at <https://www.chspanthers.com/privacy-policy>. Any activity that is inappropriate or violates the Responsible Use Agreement will be brought to the attention of the administration, who will notify parents and issue appropriate consequences.